|  |  |  |
| --- | --- | --- |
| NOD item |  | *Example data in red font. Overtype or delete it, and convert font to normal color. Please follow the style and content of the examples.* |
| 1 | Name: |  |
| 2 | Grade, Rating, Rank: |  |
| 3.1 | Service: | U.S. Coast Guard |
| 3.2 | Component & status: |  |
| 4 | Duty Station: |  |
| 5 | Date of Death: |  |
| 6 | Date of Birth: |  |
| 7 | Circumstances: |  |
|  | Federal service: |  |
|  | Nature of work: |  |
| **8** | **Next-of-Kin (NOK) #1** | Verify mailing address, with 9-digit zip, at [www.usps.com](http://www.usps.com) |
| 8.1 | Full Name: | Master Jed (nmn) Smootman (Jed) |
| 8.2 | Relationship: | Son, 4 YOA (DOB 1 December 2007)  (in custody of ex-spouse YN1 Winifred Antonia Smootman, USCGR) |
| 8.3 | Mailing Address: | 444 Kanekapolei St, Apt. # 14B,  Honolulu HI 96815-3038 |
|  | **NOK #2** | *Use for parents in addition to spouse, for divorced parents, etc.* |
| 8.1 | Full Name: | Mr. Jack I. Smootman (Jack) |
| 8.2 | Relationship: | Father |
| 8.3 | Mailing Address: | 2 Tortuga,  Port Saint Lucie FL 34952-3219 |
|  | **NOK #3** |  |
| 8.1 | Full Name: | Rashita A. Smootman (Nancy) |
| 8.2 | Relationship: | Mother |
| 8.3 | Mailing Address: | Deceased |
|  | **CACO Information:** |  |
| 9 | For NOK #1 | YNC Ralph Goodman, Base Honolulu, HI  Duty #: 808-555-2233  Cell #: 987-654-3210 |
|  | For NOK #2 | Declined |
|  | For NOK #3 | n/a |
| 10 | Notes: | Deceased does not have a middle name.  Wife did not legally change her last name to match husband. |

**Quality check**: Items that often need rework include:

* 9-digit zip code not provided.
* Testing the address at [www.usps.com](http://www.usps.com) . If USPS says the address does not exist, find out why.
* Listing one parent, ignoring the other.
* Listing a spouse, not mentioning the existence of children, or details.
* Omitting the “known as” name. “Edward James Smootman” might be known as Edward, Ed, Eddie, Ted, Ward, Jim, Jimmy, Jaime, E.J., or something less obvious. Must be clear about the “known as” name.
* Jargon. May be used at DHS or by the White House Military Office. Clarify.

*For Official Use Only (when filled in)*

**Not releasable outside Executive Branch without authorization from any NOK named above.**

|  |  |  |
| --- | --- | --- |
| NOD item | ***Use 12-point, Times New Roman*** | ***Instructions & Examples*** |
| 1 | Name: | Enter first name, full middle name(s), last name & suffix (if any). Use commas only where normally used in correspondence. (John Jay Doe, not John, Jay, Doe)  If no middle name: (nmn).  Be cognizant of foreign language characters (e.g., accent mark, tilde).  ALWAYS include “go-by” or “known as” name in parenthesis after gender. |
|  |  | Alfred Edgar Smootman, Jr. – Male (known as Fred)  Mildred (nmn) Smootman – Female (known as Millie)  Consuela Maria Smootman-Martinez – Female (known as Connie) |
| 2 | Grade, Rating, Rank: | Include both the proper abbreviation and the spelled out grade, rank or rating.  Include paygrade in parentheses |
|  |  | SK2 (E-5) Petty Officer Second Class (Storekeeper)  LCDR (O-4) Lieutenant Commander |
| 3a | Service: | Service will ALWAYS be U.S. Coast Guard (not Reserve).  Rare exceptions might be U.S. Public Health Service, etc. |
|  |  | U.S. Coast Guard |
| 3b | Component & status: | Component: either Regular or Reserve  Status is duty status: Regulars are always “active duty” while Reserves have many possibilities, including “active duty”. |
|  |  | Regular, on active duty  Reserve, on inactive duty training (IDT)  Reserve, drilling reservist not on duty or traveling to or from duty  Regular, retired 5 days prior to death |
| 4 | Duty Station: | Clear but not microscopic. For example, do not include Division aboard a ship. |
|  |  | USCGC GOVERNORS ISLAND, New Bedford MA  USCG Base Charleston, SC |
| 5 | Date of Death: | Day Month Year. Use spaces, no commas. Spell out the month. 4-digit year.  Include age (years) at time of death.  Example: 31 January 2012 – 40 YOA |
|  |  | 10 September 2007 – 27 YOA  31 January 2012 – 40 YOA |
| 6 | Date of Birth: | Day Month Year. Use spaces, no commas. Spell out the month. 4-digit year. |
|  |  | 3 January 1980 |
| 7 | Circumstances: | Casualty type: Hostile or Non-hostile. *(IAW DODI 1300.18)*  For manner of death, choose only from list:  Non-hostile: Accident, Homicide, Illness, Pending, Self-inflicted, Undetermined. *For self-inflicted death, if coroner has not issued final death certificate include “apparent”.*  Hostile: Died of wounds, Killed in action, Terrorist, While captured, While MIA.  General description of what occurred to cause death.  Include city or town, state or province, and country (if not in U.S.).  If supporting a military operation, include details: Supporting Operation New Dawn |
|  |  | Non-hostile: Died while changing light bulb underway, either electric shock or fall against hatch. Seas were 4 feet. Investigations anticipated.  Non-hostile: Illness—pneumonia.  Non-hostile: Apparent self-inflicted (hanging). |
|  | Federal service: | Show years of service. For multiple services, show each. If service less than 1 year, show months; if less than 1 month, show days.  Reservists may also be federal civilian employees, so include both. |
|  |  | 7 years USCG  4 years Army  14 years USCG (5 regular, 9 reserve)  9 years USCG civilian employee |
|  | Nature of work: | People may be working out of specialty. Officer assignments vary considerably. |
|  |  | Normal Storekeeper duties  Logistics Officer  Pilot, HH-65J Jayhawk helicopters |
| **8** | **Next-of-Kin (NOK) #1** | Verify mailing address, with 9-digit zip, at [www.usps.com](http://www.usps.com) |
| 8.1 | Full Name: | Salutation, first name, middle name, last name, suffix, followed by “go-by” name in parentheses. If NOK is military, include rank and service.  If parents are married, list them together but distinctly include mother’s name.  If parents are not married list separately and explain in Notes, below. |
|  |  | Master Jed (nmn) Smootman (Jed)  Miss Nancy M. Smootman (Mary)  Mr. Jack I. Smootman (Jack)  Mrs. Rashita A. Smootman (Nancy)  CDR Jack T. Smootman, USCG (Tom)  Dr. John A. & Mrs. Jane Z. Cardenaz (Tony & Jane) |
| 8.2 | Relationship: | Identify relationship.  Include date of birth for children.  For minor children not in member’s immediate household, provide context. |
|  |  | Son, 4 YOA (DOB 1 December 2007)  (in custody of ex-spouse YN1 Winifred Antonia Smootman, USCGR)  Wife  Father  Mother & Step-father |
| 8.3 | Mailing Address: | Complete postal address, as recognized by Postal Service, with 9-digit Zip Code.  Address must be confirmed through [www.usps.com](http://www.usps.com) .  Spell out words like Street or Circle. Do not abbreviate.  *For White House condolence, address must be able to receive FedEx.*  If condolence letter needs to be hand-delivered, separately add CACO’s address. The condolence letter will contain the NOK address while the envelope will be addressed to the CACO. |
|  |  | RFD 1, Box 79AA Longer Hill Road Augusta, ME 12345-6789  c/o YNC John J. Smith, USCG (when CACO will receive letter for hand delivery) 123 State Street Bangor, ME 12345-6789  c/o Ms. Winifred A. Smootman (Guardian) 444 Kanekapolei Street, Apt. #14B Honolulu, HI 96815-3038 |
|  | **CACO Information:** |  |
| 9 | For NOK #1 | Rank and full name  Duty station  Work phone & cell phone |
|  | For wife: | YNC Ralph Goodman,  USCG Base Honolulu, HI  Duty #: 808-555-2233  Cell #: 987-654-3210 |
| 10 | Notes: | Include clarifying information, personal desires of NOK, etc.  Clarify ambiguous information. |
|  |  | Deceased does not have a middle name.  Wife did not legally change her last name to match husband.  Wife is an active duty Sergeant in U.S. Army but prefers to be addressed as “Mrs.”  Send condolence letter for wife to CACO for hand delivery. |