TOPGUN NAVY FIGHTER WEAPONS SCHOOL ASSOCIATION
P.O. BOX 22881
SAN DIEGO CA 92192

TGAINST 1003
ADMIN
22 Jan 2024

TGA INSTRUCTION 1003

From: President, TOPGUN Association

Subj: TOPGUN ASSOCIATION NOTICE AND RECOGNITION OF DECEASED TOPGUN GRADUATES POLICY AND PROCEDURES

Ref: (a) TOPGUN Association Board of Directors meeting minutes dtd 17 Nov 2023
(b) TOPGUN Association Board of Directors meeting minutes dtd 19 Jan 2024

1. Purpose. To issue policies and procedures for the notification of the passing of TOPGUN Graduates and recognizing their service.

2. Applicability. This instruction is applicable to TGA ADMIN, HIST, EVENTS, A&L, and COMM offices.

3. Policy.

a. Reference (a) established the need for policies regarding how the TGA notifies its membership of the passing of graduates and recognition of their service. Reference (b) approves these policies and procedures. This instruction defines specific actions TGA officers and staff must take to properly perform this duty.

b. Due to the sensitivity of this issue, TGA will limit its communications to those specifically approved by the deceased graduate’s next of kin. These communications are limited to; announcing the graduate has passed, posting web links to graduate’s obituary and/or memorial service information, and publicly available military biography and service specifics focusing on the graduate’s status as a TOPGUN instructor or graduate.

4. Responsibilities.

a. All TGA staff and members are encouraged to expeditiously notify TGA ADMIN as soon as it is publicly learned that a graduate has passed.

b. Upon learning of a graduate's passing, TGA ADMIN will inform the TGA staff of such news and begin the process of ascertaining information detailed in paragraph 3.b.

c. TGA HIST will avail its library of photos and biographical information on the deceased graduate to ADMIN for the preparation of its materials.

d. TGA ADMIN will publish a specific special bulletin about the deceased graduate or include reporting of this subject in a regularly scheduled TGA newsletter if timely and appropriate.

e. TGA EVENTS, and specifically the TGA Reunion Committee, will capture applicable data for inclusion of the deceased graduate in TGA's Reunion — In Memoriam Program.

f. TGA A&L will provide logistical support for any large-scale involvement of the TGA staff with the deceased graduate's family and/or memorial service.

g. As requested, TGA COMM will finalize any materials for use at memorials, or for publishing in TGA media or web presences.

h. TGA MEM will perform all necessary administrative processing of records related to the deceased graduate.

5. Records Management. Records created because of this instruction, regardless of format or media, must be maintained in accordance with TGA Directives Management.



K.M. MCLAUGHLIN

Distribution:
Electronic only via TOPGUN Association Website
https://www.topgunassociation.org/admin/deceased_graduate