

Navy Military Funerals



BUREAU OF NAVAL PERSONNEL

NAVPERS 15555D

G. Queen
Captain, U. S. Navy
Director, Casualty Assistance and
Retired Activities Division (PERS-62)

First edition 1980
Revised 1982
Revised 1986
Revised 1993
Revised 1999

TABLE OF CONTENTS

INTRODUCTION

SECTION I. NAVY MILITARY FUNERAL HONORS

- ART. 1-1. Policy
1-2. Eligibility
1-3. Limited Military Funeral Honors
1-4. Military Participation at Funerals
1-5. Military Funeral Honors for the Committal Service
1-6. Military Funeral Honors for Cremated Remains (Cremains)
1-7. Memorial Service
1-8. Chaplain Participation in Military Funerals
1-9. The National Ensign (Flag)
1-10. Honorary Pallbearers
1-11. Miscellaneous
1-12. Required Forms
1-13. Reporting Requirements

SECTION II. BURIAL AT SEA

- ART. 2-1. Eligibility
2-2. Request for Burial at Sea
2-3. Documents Required
2-4. Place of Disposition
2-5. Consignment of Remains
2-6. Ceremonial Procedure for Burial at Sea
2-7. Preparation for the Burial at Sea Ceremony
2-8. The Ceremony for Burial at Sea
2-9. Information Provided the Next of Kin after Committal Services
2-10. Disposition of Cremains from an Aircraft

- APPENDIX**
- A. Service for Committal of a Person of the Protestant Faith
 - B. Service for Committal of a Person of the Catholic Faith
 - C. Service for Committal of a Person of the Jewish Faith
 - D. Service for Committal of a Person of the Eastern Orthodox Faith
 - E. Service for Committal of a Person of the Muslim Faith
 - F. Service for Committal of a Person of the Buddhist Faith
 - G. Request for Funeral Honors Worksheet
 - H. Funeral Honors Data Collection Format
 - I. Points of contact

SECTION I

NAVY MILITARY FUNERAL HONORS

Art. 1-1. Policy. Section 578 of the National Defense Authorization Act for Fiscal Year 2000 required the Department of Defense to provide Military Funeral Honors to all eligible veterans, upon request, beginning January 1, 2000. This section also provides certain authorities to the Secretaries of the Military Departments to support this mission.

Commanders at all levels recognize the importance of paying final tribute on behalf of a grateful nation to honor our nation's veterans. This manual institutes Navy wide the policies to implement the requirements of Section 578 of the National Defense Authorization Act for Fiscal Year 2000 as commanders respond rapidly and sensitively to requests for military funeral support. Honoring requests for Military Funeral Honors reflects the personal pride and esteem placed on military service and displays military professionalism to the Nation and the world.

The provision of Military Funeral Honors is designated a total force mission. Both active and reserve forces may perform this mission.

General Policies:

- Upon the request of the next of kin, authorized representative, or funeral director on behalf of the next of kin, Navy will coordinate the provision of funeral honors to an eligible beneficiary. The requestor should normally not have to make more than one phone call for this purpose. Navy shall assume full responsibility for coordination of funeral honors support until completion of the ceremony. Navy shall coordinate the request with the funeral director, other Military Services and other authorized providers, as appropriate.
- The funeral honors ceremony shall, at a minimum, consist of the folding and presentation of the American flag and the playing of Taps. At least two uniformed military persons, in addition to a bugler, if available, shall perform the ceremony. One of the uniformed military persons shall be a uniformed military representative of the Navy and shall present the flag to the family or other appropriate individual.
- Navy units may provide additional elements of honors and may use additional uniformed members or other authorized providers to augment the Funeral Honors Detail for this purpose. In order to be considered an authorized provider for purposes of this paragraph, the group seeking to participate in funeral honors ceremonies, which are conducted on behalf of the Secretary of Defense, must be trained and approved for this purpose by the Casualty Assistance Calls/Funeral Honors Support Program Coordinators.
- For the playing of Taps, a live bugler is preferred, either military or civilian. Bugler support may be contracted or voluntary. If none is available, the detail may play a quality recording of Taps. The commander responsible for the deployment of funeral honors teams must ensure the quality of the recording of Taps.

- Protocols for the conduct of the funeral honors ceremony are contained in this manual and in the U.S. Navy Regulations Article 1289. Commanders shall ensure personnel selected for funeral details are appropriately trained and equipped to accomplish the funeral honors ceremony in a dignified and respectful manner, and shall institute a system of quality control for this purpose.
- Navy may provide support for other authorized providers who volunteer to participate in a funeral honors detail conducted on behalf of the Secretary of Defense, and who are not members of the armed forces or employees of the United States. This support includes transportation or reimbursement for transportation, expenses, material, equipment and training for veterans organizations and other authorized providers who perform Military Funeral Honors. The Navy may also train volunteers who perform funeral honors. These volunteers are considered Government employees for the purposes of tort claims and workers compensation

Policies Regarding the Use of Reserve Forces:

- Members of the Ready Reserve may volunteer to perform funeral honors or the preparation for such honors as a federal function. Such duty shall be with the consent of the member and may be in a paid or unpaid status. Pay, allowances, compensation and travel and transportation expense reimbursements, when authorized, shall be paid from funds appropriated to the Department of Defense and paid in accordance with the applicable chapters of title 37 U.S.C.
- Pay, allowances, compensation and service credit for Ready Reserve members depend on the duty category in which the member is performing funeral honors and the preparation for such honors. Funeral honors and the preparation for funeral honors may be performed by members of the Ready Reserve in one of the following duty categories as described in DoD Instruction 1215.19 "Uniform Reserve, Training and Retirement Administration," March 14, 1997: Active duty other than for training; full-time National Guard duty other than training duty; or Funeral Honors Duty as specified in section 12503 of title 10, U.S.C. or, in the case of members of the Army National Guard of the United States and the Air National Guard of the United States, in section 115 of title 32, U.S.C.
- The duty category in which funeral honors and the preparation for funeral honors are performed shall be determined by the Commander Naval Reserve Forces, but in no case may the performance of funeral honors or the preparation for such honors be considered a period of drill or training. Ready Reserve members performing funeral honors shall be entitled to medical and other benefits authorized for the duty status in which they perform such honors. Members of the Ready Reserve in Funeral Honors Duty status under 10 U.S.C. § 12503 or 32 U.S.C. § 115 shall be entitled to benefits under 10 U.S.C. § 1074a.

Reporting Requirement: Navy units will report all requests for and Military Funeral Honors performed to their respective Casualty Assistance Calls/Funeral Honors Support Program

Coordinators using the format at Appendix H. If the format for such reporting is modified by DoD, a new format will be provided under separate cover.

Definition: For the purposes of this policy, the term “veteran” means a decedent who served in the active military, naval, or air service (as defined in 38 U.S.C. § 101(24)) and who was discharged or released from the military under conditions other than dishonorable. This also includes a member or former member of the Selected Reserve described in 38 U.S.C. § 2301(f). The Services may deny funeral honors if the member was discharged or released from Military Service under dishonorable conditions. Additionally, in accordance with 10 U.S.C. § 985, the Navy shall not provide honors at the funeral of any individual convicted of a capital offense under Federal or state law for which the person was sentenced to death or life imprisonment without parole. Requests to deny funeral honors shall be forwarded to the Commander Navy Personnel Command (Pers-621) for decision.

Waiver Authority. The Secretary of Defense may waive the Military Funeral Honors requirement if it is considered necessary to meet the requirements of war, national emergency, contingency operation or other military requirements. Authority to grant this waiver will not be delegated below the level of Under Secretary of Defense.

Art. 1-2. Eligibility. The following guidelines apply:

1. Active Duty and Medal of Honor Recipients: Members who die while on active duty or who have been awarded the Medal of Honor, shall be provided a detail consisting of the following: 6 body bearers, a 7 person firing detail, an Officer-in-Charge (OIC) or a Petty Officer-in-Charge (POIC) and a bugler. (When a military bugler is not available, a civilian musician or as a last resort a professional quality recording may be used). A chaplain shall also be furnished when requested by the next of kin (if available).

NOTE: The eligibility for funeral honors of members who die while in an appellate leave status will be determined on a case-by-case basis by the Commander Navy Personnel Command (PERS-621.)

2. Retired: For members of the Naval Fleet Reserve or Retired members (with or without pay), a detail of the same composition as that provided for active duty members should be provided. The minimum participation by the Navy will be that of two Navy representatives who will attend the funeral, fold and present the flag to the next of kin, and play TAPS or a quality recording of TAPS if a live bugler is not available.

3. Veterans: For veterans who meet the criteria as set forth in the definitions section of this manual, a detail of two Navy representatives shall be provided. Those representatives will attend the funeral, fold and present the flag to the next of kin, and play TAPS or a quality recording of TAPS if a live bugler is not available.

ART. 1-3. Limited Military Funeral Honors

1. When personnel are limited, military funeral honors may be efficiently rendered by a detail of eight members and the OIC/POIC. In this case the firing detail members will also act as body bearers. The detail should arrive early enough before the funeral to stack arms at a predetermined location, relocate some of the members to the grave side to perform functions of body bearers, then return to the position where weapons were previously stacked and assume duties as firing detail members. This article provided some detail regarding this evolution. The firing detail will stack arms at the place from which volleys will be fired from, a location approximately one hundred feet from the foot of the grave. The POIC of the firing detail and one other member will stay with the weapons. The remaining six members will act as body bearers and carry the casket to the grave. After the casket comes to rest at the grave, the flag will remain draped over the casket (or held by the OIC/POIC if remains are cremated) and the body bearers take position as members of the firing detail.

2. After volleys have been fired and TAPS have been sounded, six of the firing detail members stack weapons and return to the grave. Upon arriving at the grave, the six firing detail members, who are now acting as body bearers, raise the flag from the casket and commence folding the flag. Upon completion, the flag will be handed to the OIC/POIC for presentation to the next of kin.

ART. 1-4. Military Participation at Funerals. The following are guidelines for naval activities providing a detail at Navy funerals:

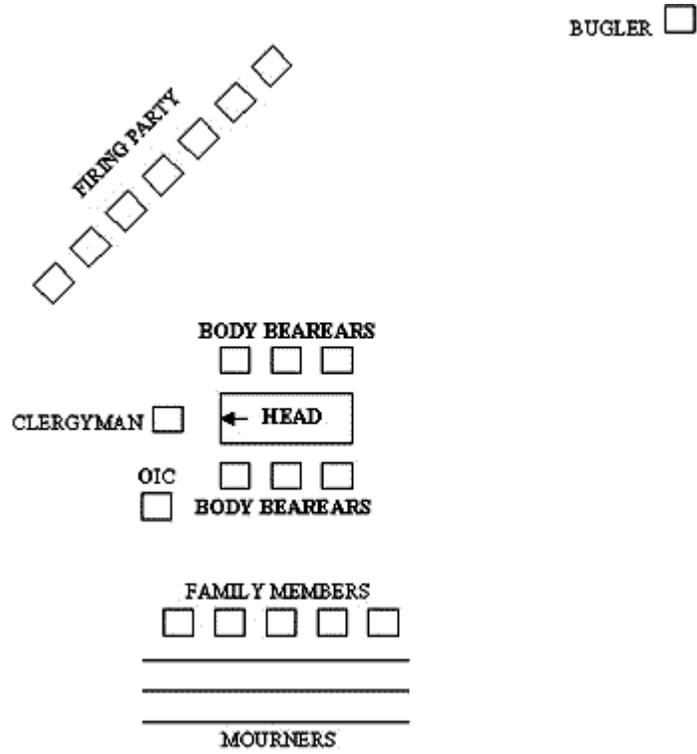
1. When personnel resources at the activity assuming responsibility for providing military funeral honors are insufficient, the Casualty Assistance Calls/Funeral Honors Support (CAC/FHS) Program Coordinator is authorized to levy requirements on other naval activities in the area.
2. Commands are encouraged to establish volunteer ceremonial units in Naval Reserve Centers to provide a funeral honors detail. These units would be used when other naval activities are remote or unable to assist. Other military services may also be contacted and asked to provide assistance after the Navy has exhausted all other possibilities.

ART. 1-5. Military Funeral Honors for the Committal Service.

1. The firing detail, body bearers and bugler take the position as directed by the OIC/POIC (see fig. 1) to await the arrival of the procession. If possible, the firing detail should be positioned approximately one hundred feet from the foot of the grave, aligned to fire in the general direction of, but not directly at, the grave or mourners. They should be clearly visible to the next of kin. The body bearers should be positioned approximately thirty feet aft of the location where the funeral coach will halt. Honorary pallbearers, if any, should be positioned in two ranks approximately twelve feet apart, facing each other, next to the point where the rear of the funeral coach will stop. The senior honorary pallbearer is nearest the curb in the left file and junior honorary pallbearer is furthest away in the right file as one faces the grave. The OIC/POIC will take a position on the curb adjacent to the point where he will stop the funeral coach.

2. When the procession arrives, the head body bearer, OIC/POIC and honorary pallbearers in uniform will render the hand salute as the funeral coach approaches and hold salutes until the coach has halted. The honorary pallbearers in civilian clothing will place their right hand (with hat if worn) over the heart at the time the HAND SALUTE is rendered by the uniformed personnel. The funeral coach driver will open the door and pull the casket approximately one fourth of the way out. The clergyman takes position on the curb at the head of the honorary pallbearers. When the next of kin and family leave their cars, the OIC/POIC signals the head body bearer to march the body bearers into position at the rear of the funeral coach.

**GUIDELINES FOR POSITIONING OF
CEREMONIAL GUARD IN
RENDERING MILITARY HONORS**



(Figure 1)

3. When the body bearers are ready to remove the casket from the funeral coach, the OIC/POIC signals the POIC of the firing detail to bring the firing detail to PRESENT ARMS. The OIC/POIC and all military personnel in uniform render the HAND SALUTE and turn to remain facing the casket as it is removed from the funeral coach. The clergyman, followed by the OIC/POIC then leads the way to the grave through the ranks of honorary pallbearers. The casket is carried to the grave foot end first except in the case of a Chaplain's funeral. As the casket passes through their ranks the honorary pallbearers terminate their salutes, face the grave and follow the body bearers to the grave. The next of kin, family and others mourners follow the honorary pallbearers.

4. The clergyman takes position at the head of the grave. The OIC/POIC will direct the honorary pallbearers to their position at the head, foot or side of the grave opposite the family, formed in two ranks. The OIC/POIC will take position behind and to the side of the clergyman closer to the firing detail. If a member other than the clergyman, or OIC/POIC has been designated to present the flag to the next of kin, he/she would take position behind and to the side of the clergyman opposite the OIC/POIC.

The funeral director or cemetery representative should ensure that the primary next of kin is directed to the seat closest to the head of the grave. All military personnel in uniform will resume the HAND SALUTE if they arrive in position before the casket comes to rest on the grave.

5. After the casket is placed on the grave, personnel in uniform terminate HAND SALUTE. The POIC of the firing detail brings the detail to ORDER ARMS and PARADE REST, and the body bearers raise the flag from the casket and holds it waist high, stretched taut over the casket at the pall. The flag remains in this position throughout the service.

6. When the next of kin, family and other mourners have gathered at the grave, the clergyman begins the committal service (see Appendix A thru F).

7. For a gun salute: WITHOUT TAPS; the clergyman will complete all but the final benediction of the committal service, then step back from the head of the grave. The OIC/POIC will signal the POIC of the firing detail to bring the detail to ATTENTION. All military personnel in uniform will render the HAND SALUTE. The firing detail fires three volleys on command of the POIC of the firing detail. HAND SALUTES are terminated after the last volley of the gun salute. The POIC of the firing detail brings the detail to ORDER ARMS, the clergyman resumes his position at the head of the grave and offers the benediction. WITH TAPS; the clergyman will complete all but the final benediction of the committal service, then step back from the head of the grave.

The OIC/POIC will signal the POIC of the firing detail to bring the firing detail to ATTENTION. All military personnel in uniform will render the HAND SALUTE. The firing detail fires three volleys on command of the POIC of the firing detail and is brought to PRESENT ARMS. THE BUGLER SOUNDS TAPS. Upon completion of TAPS, the firing detail is brought to ORDER ARMS and military personnel in uniform terminate their salutes. The clergyman resumes his position at the head of grave and offers the benediction.

8. The body bearers will then fold the flag (see ART. 1-10). The clergyman (if a military chaplain), or the OIC/POIC will step up to the head of the grave to accept the flag. The head body bearer will hand him the flag, then render a HAND SALUTE to the flag. The body bearing detail will then face toward the head or foot of the grave and march away from the gravesite. The person presenting the flag will approach the next of the kin and present the flag.

9. The flag (s) is/are presented with appropriate condolences as follows:

Sample wording for presentation of the flag: “On behalf of a grateful nation and a proud Navy, I present this flag to you in recognition of your (relationship)’s years of honorable and faithful service to his/her country”. Upon presenting the flag, the presenter will step back one pace and render the HAND SALUTE. He should then either offer condolences to other family members or return to the head of the grave.

10. After the flag has been presented to the next of kin, honorary pallbearers may render condolences individually if they so desire. The OIC/POIC will signal the POIC of the firing detail to march the firing detail from the area for departure.

The clergyman (if a military chaplain) and the OIC/POIC will wait until the vehicle containing the next of kin and the folded flag departs, and render the HAND SALUTE as the vehicle passes them.

ART. 1-6. Military Funeral Honors for Cremated Remains (CREMAINS). When the remains of the deceased have been cremated, only two body bearers are needed to transport the urn and folded flag from the vehicle containing the cremains to the grave. The remaining body bearers are prepositioned at the grave, leaving open the two positions closest to the grave. The head body bearer carries the folded flag to the right of the urn enroute to the head of the grave. Once the urn comes to rest at the grave, the body bearers unfold the flag and hold it at the pall over the cremains. The remainder of the ceremony is conducted in the same manner as in ART. 1-5.

ART. 1-7. Memorial Services.

1. Chapel or Church Service. A memorial service with military participation may be held for deceased members whose remains are not recoverable. At the completion of such services TAPS will be sounded and the prefolded flag will be presented to the next of kin by the Navy representative.

2. Erection of a Memorial Headstone or Marker in a Cemetery. When military funeral honors are requested for the erection of a memorial headstone or marker in a cemetery for a deceased member whose remains are not recoverable, an OIC/POIC, firing detail and a bugler may be provided.

a. When the clergyman completes the memorial service, the OIC/POIC signals the POIC of the firing detail to bring the firing detail to ATTENTION. The firing detail fires three volleys on command and is then brought to the position of PRESENT ARMS.

b. The bugler sounds TAPS. Upon completion of TAPS the firing detail is brought to ORDER ARMS. They remain in this position until the prefolded flag is presented to the next of kin by the clergyman (if a military chaplain) or the OIC/POIC. After the flag has been presented, the OIC/POIC will signal the POIC of the firing detail to march the firing detail from the area.

ART. 1-8. Chaplain Participation in Military Funerals

1. In the event of an active duty death, the next of kin may request the services of a Navy chaplain through the CACO. The availability of an active duty chaplain will depend on church regulation for funeral/services.

2. For retirees and former members, it is appropriate for the member's minister, priest or rabbi to officiate at funeral services. If a military chaplain is desired, the funeral director should make the request to the CAC/FHS Coordinator at the time military funeral honors are requested.

ART. 1-9. The National Ensign (Flag)

1. In naval funerals, when the National Ensign is draped over the casket, the blue field of the flag is over the left shoulder of the deceased (see fig. 2). The body bearing detail, immediately after the sounding of TAPS, folds the flag in the following manner (see fig. 3):

a. The lower, striped section of the flag is first folded over the blue field. The lower edge of the striped section should not quite extend to the upper edge of the field, so the lower edge bottom red stripe will not be visible after the flag is folded. The folded edge is then folded over to meet the open edge, quartering the flag lengthwise.

b. A triangular fold is then started, bringing the striped corner of the folded edge to the open edge.

c. The outer point is then turned inward, parallel with the open edge, forming a second triangle. The triangular folding is continued until the entire length of the flag is folded in this manner.

d. When the flag is completely folded, it should be in the shape of a triangle with blue field visible.

2. The flag is saluted on each of the following occasions:

a. As the hearse arrives at the cemetery.

b. By the head body bearer after flag is folded and is given to the Navy representative for presentation to the next of kin.

c. By the appropriate Navy representative after he/she presents the flag to the next of kin.

d. By all military personnel in uniform present when the vehicle containing the flag and the next of kin departs the gravesite.

ART. 1-10. Honorary Pallbearers

1. The selection of honorary pallbearers is the responsibility of the next of kin or family of the deceased. If honorary pallbearers take part in the funeral ceremony, the OIC/POIC of the ceremonial unit should be advised prior to the funeral. The honorary pallbearers should arrive at the gravesite in sufficient time prior to the funeral procession in order to receive instructions from the OIC/POIC.

2. The uniform for military personnel serving as honorary pallbearers should be the service dress uniform of the season, or as directed by the area CAC/FHS coordinator or other appropriate authority. In case of inclement weather, overcoats or raincoats may be worn. Grey gloves are worn only with the overcoat. White gloves are never worn. Mourning bands (black arm bands) may be worn whether in uniform or civilian attire, but are not required. They should be worn on the left arm midway between the shoulder and elbow (right arm for enlisted personnel).

3. The procedures for all honorary pallbearers are described in ART. 1-5.

ART. 1-11. Miscellaneous

1. Members of the service attending a military funeral in an official or unofficial capacity should wear service dress uniform of the season or as directed by the CAC/FHS Coordinator or other appropriate authority.

2. Naval funerals are very seldom, postponed because of inclement weather.

3. In case of inclement weather overcoats or raincoats are worn.

4. Articles of the uniform or accouterments (such as ribbons or medals) are not placed on the national ensign covering the casket. Any such articles that the next of kin may wish to place upon the casket are placed under the flag.

5. In accordance with an old custom based on the belief that a chaplain, even in death, should always face his/her flock, the body of a chaplain is carried head first into and out of the chapel/church and from the hearse to the grave.

6. When any organization or fraternal order is represented at funerals and they wish to hold their own ritual, the Navy committal service shall be conducted in its entirety. The ceremonial unit will march off and the organization may then hold its service.

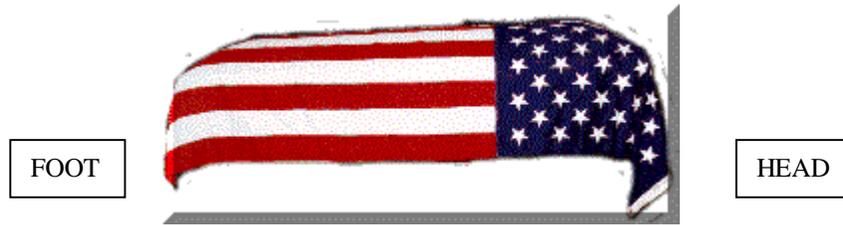
ART. 1-12. Required Forms. Use the form located at Appendix G to record requests from funeral directors. Return that form to the funeral director, via facsimile, with information regarding honors available. Maintain this completed form locally, in accordance with standard naval practices.

ART. 1-13. Reporting Requirements

1. Complete the report located at Appendix H to record detailed information on each funeral performed. Mail those completed forms to the Casualty Assistance Branch, Navy Personnel Command, by the 10th of each month.

2. Navy Personnel Command will input data from those forms into a Department of Defense database.

**CORRECT METHOD OF DISPLAYING THE
FLAG WITH THE CASKET**



(Rear View)

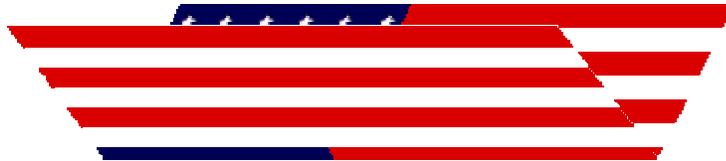
**Center the flag on the casket so that the blue shield is at
the head and over the left shoulder of the deceased.**

(Figure 2)

CORRECT METHOD OF FOLDING THE UNITED STATES FLAG



Hold flag waist-high so that it's surface is parallel to the ground.



Fold the lower half of the stripe section lengthwise **over** the blue field.



Fold the flag again lengthwise with the blue field on the outside.



Start a triangular fold by bringing the striped corner of the folded edge to the open edge.



Fold the outer point inward parallel with the open edge to form a second triangle.



Continue folding until the entire length of the flag is folded into a triangle with only the blue field and margin showing.



Tuck the remaining margin into the pocket formed by the folds at the blue field edge of the flag.
The properly folded flag should resemble a cocked hat
(Figure 3)

SECTION II

AT SEA DISPOSITION

ART. 2-1. Eligibility. The regulations for the disposition of remains and inurned cremated remains (cremains) from a naval vessel, or inurned cremains from a naval aircraft are set forth by the Bureau of Medicine and Surgery. The following persons are eligible for at set disposition:

1. Members of the uniformed services.
2. Retired members of the uniformed services.
3. Former members of the uniformed services honorably discharged.
4. U.S. Civilian Marine Personnel of the Military Sealift Command.
5. Dependents of members and dependents of former members of the uniformed services.
6. Other U.S. citizens who are determined eligible by notable service or outstanding contributions to the United States.

ART. 2-2. Request for at Sea Disposition

1. Requests to conduct committal of remains casketed in a metal casket or inurned cremains at sea from a ship, or to disperse cremains from an aircraft should be referred by the CACO (in the case of active duty members) or by the commanding officer receiving the request, to the Military Medical Support Office (MMSO) listed in Appendix H. The CAC/FHS coordinator of the area where the death occurred may assist in the coordination. Civilian personnel will not be authorized to attend services aboard naval ships at sea or aboard a naval aircraft.
2. Upon receipt of a request for an at sea disposition, the MMSO will notify the next of kin that casketed remains can/cannot be accepted for committal (before a specific date) or, only cremains are acceptable for committal due to limited facilities and capabilities.
3. Once the remains are received by the shore facility, the next of kin will be notified when a ship has been designated and an approximate sailing date determined.
4. Any change in the schedule that would cause a delay to exceed the 10 weeks disposition date, the MMSO should advise the next of kin and the Bureau of Medicine and Surgery (BUMED) of the change.

ART. 2-3. Documents Required. The following papers must be presented to the commanding officer of the ship or activity assigned responsibility for at sea disposition arrangements before the casketed remains or cremains are taken into their custody:

1. A signed and properly witnessed request and authorization from the primary next of kin or person designated to direct disposition of the remains. Appendix I is for PNOK use in submitting a request to the MMSO.
2. A transit/interment permit issued by responsible civil authorities at the place of death, or a certificate of cremation.
3. A certified copy of the certificate of death, and when required, a copy of the burial at sea certificate issued by the state medical examiner. In a death from a communicable or contagious disease, it may be necessary to contact the State Board of Health relative to an at sea disposition of such cremains.
4. A copy of Chapter 8, NAVMEDCOMINST 5360.1.
5. A statement from the MMSO certifying that remains are in a metal casket and that the casket and remains are properly prepared in accordance with NAVMEDCOMINST 5360.1.

ART. 2-4. Place of Disposition. Committal at sea of remains shall be conducted outside the 3-mile limit, off the continental shelf, and a depth greater than 100 fathoms (600 feet). Dispersion of cremains at sea from an aircraft shall not be performed less than 3 miles from the nearest land.

ART. 2-5. Consignment of Remains:

1. Active Duty. The naval activity responsible for transportation arrangements shall, in coordination with the MMSO, consign the casketed remains to a mortuary at or near the port as designated by the primary next of kin. Expenses incurred at the consignee funeral home are considered a part of private arrangements and are reimbursable with limitations pertaining to secondary allowances. Inurned cremated remains shall be consigned in coordination with the MMSO, to a naval activity at or near the place of final disposition. The MMSO shall coordinate arrangements for delivery of remains or cremated remains to either the ship at dockside for committal at sea or to the commanding officer of the activity responsible for dispersion of cremated remains at sea from an aircraft.
2. Retired or Former Members. Any expense for preparation and delivery of the casketed remains/inurned cremains to the point of embarkation on board a naval ship or aircraft must be borne by the estate of the deceased.
3. It is the responsibility of the MMSO, (see Appendix I) to ensure that the casketed remains are properly prepared in a metal casket. If the casketed remains do not submerge upon impact with the water, the commanding officer shall initiate action to retrieve the casket for additional weighing and drilling of additional holes prior to returning the casketed remains to the sea. ANY OTHER PROCEDURES TO SINK THE CASKET IS INAPPROPRIATE AND IS NOT AUTHORIZED.

ART. 2-6. Ceremonial Procedure for at Sea Disposition

1. Personnel participating or attending the services must wear the Uniform of the Day. When a chaplain of appropriate faith is not available, the service may be read by the commanding officer or an officer designated by him/her. The committal service is as follows:

a. Station firing detail, body bearers, and bugler (see fig. 4).

b. Officer's call. Pass the word "All hands bury the dead." (The ship should be stopped, if practical, and colors displayed at half mast).

c. Assembly.

d. Adjutant's call (Call to Attention).

e. Bring the massed formation to PARADE REST.

f. Burial service.

(1) The Scripture (PARADE REST).

(2) The Prayers (PARADE REST, heads bowed).

(3) The Committal (ATTENTION, HAND SALUTE).

(4) The Benediction (PARADE REST, heads bowed).

g. Fire three volleys (ATTENTION, HAND SALUTE).

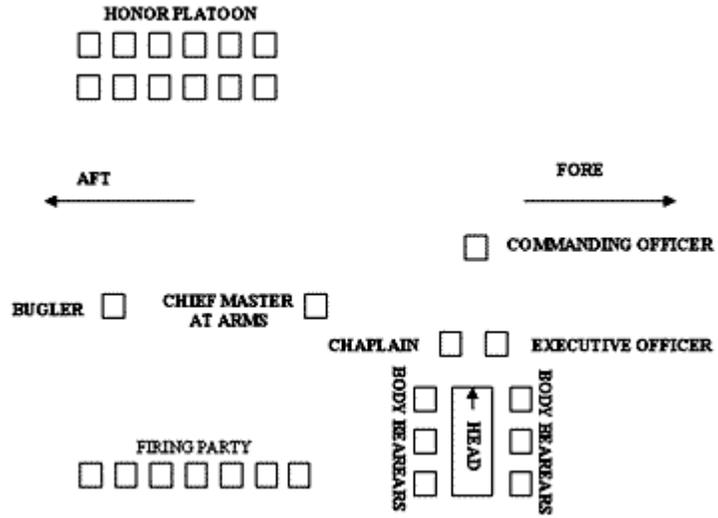
h. TAPS. Close up colors. Resume course and speed at the last note of TAPS (HAND SALUTE).

i. Encasing of the flag (ATTENTION).

j. Retreat (Resume normal duties).

2. Officers in the funeral procession and body bearers may wear the mourning band on the left arm.

DECK PLAN FOR BURIAL AT SEA



(Figure 4)

ART. 2-7. Preparation for the at Sea Disposition

1. Casketed Remains from a Naval Ship

a. There are two component parts of the ceremony of at sea disposition: religious and military. The reading of the scripture and prayers, the committal, and the benediction constitutes the religious part and may be performed by the chaplain, commanding officer, or an officer designated by him/her. All other aspects of the ceremony are performed by other military personnel.

b. For at sea disposition, the casketed remains are covered with the national ensign with the union placed at the head and over the left shoulder (see fig. 2). When draped with the national ensign, the cap and sword of the deceased are not displayed.

c. Six or eight body bearers (depending upon the weight of the casketed remains) form according to height on both sides of the casket. Below decks, while not carrying the casket, body bearers will uncover. At all other times they remain covered. The casket is always carried feet first.

d. The selected place for committal is cleared and rigged so that when the casketed remains are brought on deck they may be placed securely on a stand, if necessary, with feet outboard at right angles to and extending over the side for launching.

e. ATTENTION is sounded on the bugle or passed by word of mouth as the body bearers, preceded by the chief master-at-arms, execute the HAND SALUTE as the cortege passes to the place selected for the committal. When the remains have been so placed, the HAND SALUTE is terminated by those in view and a sentry is posted unless the burial service is to follow immediately.

f. A chief petty officer is designated to take charge of the firing detail of seven persons. The chief master-at-arms directs the body bearers during the service until the flag is encased and delivered to the commanding officer.

2. Cremains from a Naval Ship. In cases where the remains have been cremated and the urn containing the ashes has been received on board for at sea disposition, the following procedures will govern:

a. If the urn is to be opened and the cremains scattered at the time of committal, a small table or stand should be securely rigged beforehand at the selected place for the committal. The urn will be placed on this table or stand during the reading of the service. The folded flag will be placed on the stand beside the cremains. The executive officer, or some other officer appointed

by the commanding officer, will assume responsibility for opening the urn and scattering the cremains at the appropriate time (keeping in mind the wind factor) during the committal ceremony

b. If the urn is not to be opened, a small platform should be constructed and rigged so that during the service, the urn may rest thereon and be launched at the time of committal by tilting up the inboard end of the platform, thus permitting the urn and cremains to slide overboard into the sea.

c. The cremains received for committal at sea will sometimes be accompanied by floral tributes which may be used to surround the receptacle and cover the platform or table on which it rests during the service. The flowers may be permitted to slide overboard with the cremains or be tossed into the sea by the flag bearer after the urn has been launched or the cremains have been scattered.

d. For all phases of the funeral where the cremains are carried by hand, one enlisted member will be detailed to carry the receptacle containing the cremains.

e. Four enlisted members will be detailed as flag bearers and will also serve as urn bearers. The flag bearers will follow the bearer of the urn as it is brought on deck and carried to the place of committal. The folded flag will be carried by the leading flag bearer on the right. The flag is then placed on the stand beside the cremains. Immediately prior to scattering the cremains or committal of the urn to sea, the flag will be picked up and held by the leading flag bearer until completion of TAPS, at which time the flag will be presented to the commanding officer.

ART. 2-8. The Ceremony For At Sea Disposition (Casketed Remains).

1. When the honor platoon has been assembled in massed formation and has been brought to parade rest, the burial service is begun and read through to the end of the prayers. During prayers the assemblage remains covered with bowed heads. After the conclusion of the prayers, if not included in the service, it is fitting that the name of the deceased be mentioned. Upon conclusion of the prayers the body bearers should hold the casket and national ensign in place by hand as may be necessary before the reading of the committal.

2. When these preparations have been completed and all is in readiness, ATTENTION is sounded. The command "Firing Detail, PRESENT ARMS" (Honor platoon HAND SALUTE) is given and the reading of the committal is commenced. When the indicated word of the committal is read, the body bearers tilt the board until the casket slides along it, under the national ensign, overboard into the sea. As it goes, the body bearers retain the board and the national ensign on board and stand fast.

3. The commands, "Firing Detail, ORDER ARMS, PARADE REST," are given and all hands bow their heads. The Benediction is pronounced. Then follow the commands, "Firing Detail, ATTENTION. Fire three volleys." (Honor platoon HAND SALUTES and remain so until the last note of TAPS.) "Ready, aim, fire; aim, fire; aim, fire." After the last volley the firing detail remains at the ready position, pieces locked, until the conclusion of TAPS, and salutes.

4. Upon completion of TAPS, the firing detail is brought to ORDER ARMS. The body bearers encase the national ensign by folding twice along the long axis of the flag. The blue field is kept to the outside. Beginning at the fly end (away from the blue field), the flag is folded with only the blue field showing (see fig. 3). It is then presented by the chief master-at-arms to the commanding officer.

5. After the commanding officer has received the flag and has departed, the command PARADE REST is given, and when all have assumed it, the details (firing detail and body bearers) are brought to ATTENTION, formed and marched away. When they are clear, the honor platoon is brought to ATTENTION, retreat is sounded and the ceremony is over.

ART. 2-9. Information Provided the Next of Kin after Committal Services

1. Disposition at sea is normally accomplished within 8 to 10 weeks from the time the responsible Fleet Commander-in-Chief is notified of a request.

2. The Commanding Officer of a ship directed to conduct an at sea disposition will, within 10 days after the committal, mail to the next of kin a personal letter giving the date and time of committal and include photographs or video tape of the ceremony, the commemorative flag and a chart showing where the burial took place. A copy of the basic letter only will be forwarded to the Military Medical Support Office, Great Lakes, IL.

ART. 2-10. Dispersion of Cremains from an Aircraft. Private memorial services and/or honors should be accomplished prior to forwarding request for cremains dispersion from an aircraft. Appropriate coordination with a naval activity capable of accomplishing disposition by this means should be arranged. The next of kin shall be informed by letter from the commanding officer or if appropriate the chaplain, advising when and where (by grid coordinates) disposition was accomplished.

APPENDIX A

SERVICE FOR COMMITTAL OF A PERSON

OF THE PROTESTANT FAITH

1. During the Committal service, the commanding officer or other person appointed by him/her shall stand near the head of the casket or urn and face in such a way that he/she will be heard by all present and may read all or part of the following.

2. **The Scripture:**

God is our refuge and strength, a very present help in trouble. Therefore, will we not fear, though the earth do change, and though the mountains be shaken into the heart of the seas. For this God is our God forever and ever. He will be our guide even unto death.

The Scripture lesson:

If God is for us, who is against us? He who did not spare his own Son but gave him up for all of us, will he not also give us all things with him? It is God who justifies; who is to condemn? It is Christ Jesus, who died, yes, who was raised from the dead, who is at the right hand of God, who indeed intercedes for us. Who shall separate us from the love of Christ? Shall tribulation, or distress or persecution, or famine, or nakedness, or peril, or sword? No, in all these things we are more than conquerors through him who loved us. For I am sure that neither death, nor life, nor angels, nor principalities, nor things present, nor things to come, nor powers, nor height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord.

3. **The Prayers:**

O God, whose days are without end, and whose mercies can be numbered, make us, we beseech Thee, deeply sensible of the shortness and uncertainty of human life; and let Thy Holy Spirit lead us in holiness and righteousness all our days: that, when we have served Thee in our generation, we may be gathered unto our fathers, having the testimony of a good conscience; in the communion of the Christian Church; in the confidence of a certain faith; in the comfort of a reasonable, religious and holy hope; in favor with Thee our God, and in perfect charity with the world; All which we ask through Jesus Christ, our Lord. Amen.

O God, we pray Thee that the memory of our comrade, (name), (fallen in battle); may be ever sacred in our hearts; that the sacrifice which he/she has offered for our country's cause may be acceptable in Thy sight; and that an entrance into Thine eternal peace may, by Thy pardoning

grace, be open unto him/her through Jesus Christ our Lord. Amen. (Conclude with the Lord's Prayer by all hands.)

4. The Committal:

Unto Almighty God we commend the soul of our (brother/sister) departed, and we commit his/her body to the deep; (tilt the board and release the remains into the sea) in sure and certain hope of the resurrection unto eternal life, through our Lord, Jesus Christ, Amen.

5. The Benediction:

The Lord bless thee and keep thee, the Lord make His face to shine upon thee and be gracious unto thee, the Lord lift up the light of His countenance upon thee and give thee peace. Amen.

APPENDIX B

SERVICE FOR COMMITTAL OF A PERSON

OF THE CATHOLIC FAITH

1. During the committal service, the commanding officer or such person as appointed by him/her shall stand near the head of the casket or urn and face in such a way that he/she will be heard by all present and may read all or part of the following:

2. **Scripture:**

Out of the depths I cry to Thee, O Lord, hear my voice! Let Thine ears be attentive to my voice in supplication. If Thou, O Lord, dost mark iniquities, Lord, who can stand? But with Thee is forgiveness, that Thou mayest be revered. I trust in the Lord; my soul trusts in His word. My soul waits for the Lord. More than sentinels wait for the dawn, let Israel wait for the Lord, for with the Lord is kindness and with him is plenteous redemption; and he will redeem Israel from their iniquities. (Psalms 129) (130)

Martha therefore said to Jesus, "Lord, if Thou hadst been here my brother would not have died. But even not I know that whatever Thou shalt ask of God, God will give it to thee." Jesus said to her, "Thy brother shall rise." Martha said to him, "I know that he will rise at the resurrection on the last day." Jesus said so her, "I am the resurrection and the life; he who believes in me, even if he die, shall live; and whoever lives and believes in me shall never die. Dost thou believe this? She said to him, "Yes Lord, I believe that Thou art the Christ, the Son of God, who hast come in the world." (St. John 11)

3. O God, the Creator and Redeemer of all the faithful, hear our supplication and through Thy infinite love and mercy graciously grant to the soul of Thy servant departed the remission of all his/her sins, by which he/she may have deserved the severity of Thy justice and punishments in the world to come.

Vouchsafe to him/her attain to everlasting rest and happiness through the infinite merits of Jesus Christ. Amen.

(The following shall always be read):

Our Father, who art in heaven, hallowed by Thy name; Thy Kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

4. The Committal:

O Lord, we commend to Thee the soul of Thy servant (first name only), that, having departed from this world, he/she may live with Thee. And by the grace of Thy merciful life, wash the sins that in human frailty he/she committed in the conduct of his/her life. Through Christ our (tilt the board and release the remains into the sea) Lord. Amen.

Come to his/her aid, O saints of God; hasten meet him/her, angels of the Lord; Taking up his/her soul, presenting it in the sight of the Most High. May you be received by Christ, Who has called you; and may the angels bring you; into the bosom of Abraham.

5. The Benediction:

Eternal rest grant to him/her, O Lord. And let perpetual light shine upon him/her. May he/she rest in peace. Amen. May his/her soul and the souls of all the faithful departed, through the mercy of God rest in peace. Amen.

APPENDIX C

SERVICE FOR COMMITTAL OF A PERSON

OF THE JEWISH FAITH

1. During the Committal service, the commanding officer or such person as appointed by him/her shall stand near the head of the casket or urn and face in such a way that he/she will be heard by all present and may read all or part of the following:

2. **The Scripture:**

I will lift up mine eyes unto the mountains from whence shall my help come? My help cometh from the Lord, Who made heaven and earth. He will not suffer thy foot to be moved; He that keepeth Israel doth neither slumber nor sleep. The Lord is thy keeper; the Lord is thy shade upon thy right hand. The sun shall smite the day, or the moon by night. The Lord shall guard thy going out and thy coming in, from this time forth and forever.

O Lord, what is moan that Thou are mindful of him and the son of man that Thou takest account of him? What are we? Do we not all seem as vanity, as a shadow that passeth away? In the morning we flourish and grow up, in the evening we are cut down and withered. Thou turnest all men to contrition and sayest unto us: Return ye children of men!

O, that we had wisdom and understanding and realized that when we die we take nothing with us; we do leave much behind. Mark the perfect and behold the upright for theirs is the way of peace. Thou, O Lord, redeemest souls of Thy children and none who serve thee and love their fellow men will be forsaken.

O Lord, help us to find in these ancient yet ever new sentiments, the realization that through our tears we can reach to truth, through the darkness of our sorrow venture toward the light of hope, and through our anguish attain to the great adventure of perfect faith in Thee and Thy wisdom. Love is stronger than death.

Though we surrender dust unto dust, through the majesty and might of your love, life will abide with life. Take unto Thyself our comrade who has given of his/her life to this our great country. And let the words of our mouths express the meditations of our hearts.

3. **The Prayer:**

O God, full of compassion, Thou who dwellest on high! Beneath the sheltering wings of Thy presence, among the holy and pure who shine as the brightness of the firmament, grant perfect peace unto the soul of (name), who has gone unto eternity. Lord of mercy, bring him/her under the cover of Thy winds, and let his/her soul be bound up in the bond of eternal life. Be Thou his/her inheritance, and may his/her repose be in peace. Amen.

4. The Committal:

Into Thy hands, O Lord, we commend the soul of Thy servant departed, now called unto eternal rest. (For at sea disposition and we commit his/her body to the deep - tilt the board and release the body into the sea)

5. The Benediction:

The Lord bless thee and keep thee, the Lord make His face to shine upon thee and be gracious unto thee, the Lord lift up the light of His countenance upon thee, and give thee peace. Amen.

APPENDIX D

SERVICE FOR THE COMMITMENT OF A PERSON

OF THE EASTERN ORTHODOX FAITH

1. During the Committal service, the commanding officer or such person as appointed by him/her shall stand near the head of the casket or urn and face in such a way that he/she will be heard by all present and may read all or part of the following:

2. Scripture:

Blessed are those whose ways are blameless, who walk according to the law of the Lord. How can a young man keep his way pure? By living according to Your word. Do good to Your servant, and I will live; I will obey Your word. I am laid low in the dust; renew my life according to Your word. Teach me, O Lord, to follow Your decrees; then I will keep them in the end. May your unfailing love come to me, O Lord, Your salvation according to Your promise, Remember Your word to Your servant, for you have given me hope. You are my portion, O Lord; I have promised to obey Your words. Do good to Your servant according to Your word, O Lord. Your hands have made and fashioned me; give me understanding to learn Your commands. My soul faints with longing for Your salvation, but I have put my hope in Your word. Your word, O Lord, is eternal, it stands firm in the heavens. Save me, for I am Yours; I have sought out your precepts. Oh, how I love Your law! I meditate on it all day long. Your word is a lamp to my feet and a light for my path. My flesh trembles in fear of You; I stand in awe of Your laws. I have done what is righteous and just, do not leave me to my oppressors. Your statutes are wonderful; therefore, I obey them. Righteous are You, O Lord, and Your laws are right. I call out with all my heart; answer me, O Lord, and I will obey Your decrees. Look upon my suffering and deliver me, for I have not forgotten Your law. I wait for Your salvation, forgotten Your law. I wait for Your salvation, O Lord, and I follow Your commands. May my cry come before You, O Lord: give me understanding according to Your word. Let me live that I may praise You, and May Your laws sustain me. I have strayed like a lost sheep. Seek Your servant, for I have not forgotten Your commandments. (Psalm 119)

The Gospel lesson:

I tell you the truth, whoever hears My word and believes Him who sent Me has eternal life and will not be condemned; he has crossed over from death to life. I tell you the truth, a time is coming and has now come when the dead will hear the voice of the Son of God and those who hear will live. For as the Father has life in Himself so He has granted Thy Son to have Life in Himself. And he has given Him authority to judge because he is the Son of Man. Do not be amazed at this, for a time is coming when all who are in their graves will hear His voice and come out, - those who have done good will rise and live, and those who have done evil will rise to be condemned. By Myself I can do nothing; I judge only as I hear, and My judgment is just, for I seek not to please Myself but Him who sent Me. (John 5:24-30)

3. The Prayers:

O God of spirits, and of all flesh, Who has trampled down death and overthrown the devil, and given life to the world: do Thou, the same Lord give rest to the soul of Thy departed servant (name), in a place of repose, where all sickness, sorrow and sighing have fled away. Pardon every transgression which he/she has committed, whether by word, or deed, or thought. For Thou art a good God who loves and sins not; for Thou only art without sin, and Thy righteousness is all eternity, and Thy word is true. For Thou art the resurrection, and the life, and the repose of thy servant (name) who is fallen asleep, O Christ our God, and unto Thee do we ascribe glory, together with Thy Father, who is from everlasting, and Thine all holy and good, and life-creating spirit. Now and ever, and unto ages of ages. Amen.

(Conclude with the Lord's Prayer by all hands).

4. The Committal:

Eternal by Thy memory, O our brother, who art worthy to be deemed happy and ever-memorable.
(three times)

(For at sea disposition - tilt the board and release body into sea.)

5. The Dismissal:

May he who arose from the dead, Christ our true God, through the prayers of His all-pure Mother; of the holy, glorious and all laudable apostles, of our holy God-bearing Fathers; and all of the saints, establish the soul of Your servant (name) who has been taken from us, in the mansions of the righteous, give him/her rest in Abraham's bosom, and number him/her among the just, and have mercy on us, forasmuch as Thou art good and loveth mankind. Amen.

The earth is the lord's and everything in it, the world, and all who live in it. (Psalm 24)

APPENDIX E

SERVICE FOR THE COMMITMENT OF A PERSON OF THE MUSLIM FAITH

1. During the Committal service, if for a person of the Islamic faith, the commanding officer or such person appointed by the commanding officer shall ensure that the service is set up as follows:

--It is not recommended to use a casket unless there is a need for it. The body must have been washed and wrapped as required for the bodies of Muslims.

--Plan the setting so that those who have gathered to pray will be facing toward Mecca, with the appointed leader in front facing them.

--Place the body (or bodies) in between the congregation and the appointed leader in such a way that the body is parallel to the congregation and so that, from the point of view of the congregation, the body's head is to the right.

--The appointed leader should face the congregation and stand by the middle of the body if the deceased is a man and by the shoulder if the deceased is a woman.

--If there is more than one body, then they should be put one in front of the other, those of the men nearest to the appointed leader, and those of the women furthest away.

2. If Muslims are present, permit them to come forward and perform the formal funeral prayer (Allahu Akbar) while others stand and pray silently.

3. Al-Fatihah

In the name of God, Most Gracious, Most Merciful. Praise be to God, the Cherisher and Sustainer of the Worlds; Most Gracious, Most Merciful; Master of the Day of Judgment. Thee do we worship, and Thine aid we seek. Show us the straight way, the way of those on whom Thou hast bestowed Thy Grace, those whose portion is not wrath, and who go not astray.

4. Supplication of Funeral Prayer

O Allah, forgive our people who are still alive and who have passed away, forgive those who are present here and those who are absent, forgive our young and our elderly, forgive our males and females. O Allah, the one whom you wish to keep alive from among us make him alive according to Islam, and anyone whom you wish to die from among us, let him die in belief and faith. O Allah, do not deprive us from his reward and do not put us in hardship or any type of trial after his death.

O Allah, forgive him, have mercy on him, pardon him, grant him security, provide him a nice place and spacious lodgings, wash him (off from his sins) with water, snow and ice, purify him

from his sins as a white garment is cleansed from dirt, replace his present abode with a better one, replace his present family with a better one, replace his present partner with a better one, make him enter paradise and save him from the trials of grave and the punishment of hell.

O Allah, you are its Lord, you have created it, and you have guided it towards Islam, and you have taken out his soul and you know best about its secret and open deeds. We have come as intercessors, so forgive him.

O Allah, grant us good in this life and good in the life to come, and save us from the torment of hell.

5. Supplication at the Committal site:

(Lower the body into the water at this time, in such a way that the face is toward Ka'aba (in Saudi Arabia).)

O Allah this is your servant who is now your guest, and you are the best of hosts. Forgive him and expand his entrance.

APPENDIX F

SERVICE FOR THE COMMITMENT OF A PERSON

OF THE BUDDHIST FAITH

1. During the Committal service, if for a person of the Buddhist faith, the commanding officer or other person appointed by him or her shall stand near the body and face in such a way that he or she will be heard by all present and may read all or part of the following:

2. **Homage to the Three Treasures**

Buddham Saranam Gacchami. I go to Buddha for guidance.

Dhammam Saranam Gacchami. I go to the Dharma for guidance.

Sangham Saranam Gacchami. I go to the Sangha for guidance.

Homage to Him, the Exalted One, the Enlightened One, the Supremely Awakened One.

3. **Opening Address**

On this day, we commemorate the passing of (name of the deceased) who departed from this world on (date of death).

4. **A Reading from the Buddhist Sutras**

The Sutras tell us that, "Beneath the sala trees at Kusinagara, in his last words to his disciples, the Buddha said:

My disciples, my last moment has come, but do not forget that death is only the end of the physical body. The body was born from parents and was nourished by food; just as inevitable are sickness and death.

But the true Buddha is not a human body: it is Enlightenment. A human body must die, but the Wisdom of Enlightenment will exist forever in the truth of the Dharma, and in the practice of the Dharma. He who sees merely my body does not truly see me. Only he who accepts my teaching truly sees me.

5. Incense burning by relatives and friends (optional)

6. **Closing Meditation**

The Buddha surrounds all men and all forms of life with Infinite Love and Compassion. Particularly does He send forth loving thoughts to those in suffering and sorrow; to all those in

doubt and ignorance; to all who are striving to attain Truth; and to those whose feet are standing close to the great change men call death, He sends forth oceans of Wisdom, Mercy, and Love.

7. (Lower the deceased into the water at this time)

.

APPENDIX G

REQUEST FOR FUNERAL HONORS WORKSHEET

PART ONE: (Caller)

Received from: _____ Date: _____ Time: _____
(Name)

Caller from: _____ Funeral Home; _____
Family (relationship) _____

Callers Command: _____ Telephone Number: _____
(if military)

Received by: _____ Work Phone Number: _____
(Person taking info) (Normal work hours #)

Command assigned funeral duties: _____

Telephone Number: _____ Fax Number: _____

PART TWO: (Deceased Information)

Rank/Rate: _____ Full Name: _____
(First) (Middle) (Last)

Naval Status: USN USNR USNR-R(TAR) USNR-R (on ACDUTRA)
(circle one)
USN (Retired/Retained) VETERAN

Other Service (specify): _____

Social Security Number: _____ DD-214 received/verified: _____

PART THREE: (Funeral Information)

DATE/TIME OF FUNERAL/INTERMENT:

NAME OF FUNERAL HOME: _____

FULL STREET ADDRESS: _____

CITY, STATE AND ZIP CODE: _____

POINT OF CONTACT: _____ / _____
(Full name) (Telephone number)

INTERMENT SITE: _____
____ national (Name of cemetery)
____ state
____ private (Street address) (City)
(State)

Funeral home (circle one) will/will not have flag(s).

HONORS REQUESTED:

_____ Pallbearers
_____ Firing detail
_____ Bugler
_____ Flag fold/presentation
_____ Chaplain
(only active duty/retirees)

HONORS AVAILABLE:

_____ Pallbearers
_____ Firing detail
_____ Bugler/Recorded Taps
_____ Flag fold/presentation
_____ Chaplain

Date: _____ Time: _____ COORDINATOR FAXED THIS FORM BACK TO FUNERAL HOME.

APPENDIX H

FUNERAL HONORS DATA COLLECTION FORMAT

SOCIAL SECURITY NUMBER OF DECEASED [_ _ _ _ _]

DATE OF FUNERAL (YYYYMMDD) [_____]

1. Date of Request for Funeral Honors (YYYYMMDD)
2. Unit Identification Code (UIC) of unit providing the honors
3. State where funeral takes place
4. Place of Interment/Inurnment

- National Cemetery
- State Cemetery
- Private Cemetery
- Base/Post Cemetery
- Arlington National Cemetery
- Other (include burial at sea)

5. Functions Requested (Check all that apply)

- Flag Folding and/or presentation
- Taps
- Firing Party
- Pall Bearers
- Chaplain
- Flyovers
- Expanded Honors (Color Guard, drill team, caisson)

6. Requestor's Relationship to Deceased

- Funeral Director
- Family Member
- Friend of Family

7. Status of Deceased

- Active Duty
- Retired from Active Duty

National Guard

- Active Duty
- Not on Active Duty
- Retired

Reserve

- Active Duty
- Not on Active Duty
- Retired
- Veteran (someone who served in, but did not retire from, the military)

8. Rank of Deceased (Mark only one)

- | | | | |
|------------------------------|------------------------------|------------------------------|-------------------------------|
| <input type="checkbox"/> E-1 | <input type="checkbox"/> E-8 | <input type="checkbox"/> O-1 | <input type="checkbox"/> O-8 |
| <input type="checkbox"/> E-2 | <input type="checkbox"/> E-9 | <input type="checkbox"/> O-2 | <input type="checkbox"/> O-9 |
| <input type="checkbox"/> E-3 | <input type="checkbox"/> W-1 | <input type="checkbox"/> O-3 | <input type="checkbox"/> O-10 |
| <input type="checkbox"/> E-4 | <input type="checkbox"/> W-2 | <input type="checkbox"/> O-4 | |
| <input type="checkbox"/> E-5 | <input type="checkbox"/> W-3 | <input type="checkbox"/> O-5 | |
| <input type="checkbox"/> E-6 | <input type="checkbox"/> W-4 | <input type="checkbox"/> O-6 | |
| <input type="checkbox"/> E-7 | <input type="checkbox"/> W-5 | <input type="checkbox"/> O-7 | |

9. Parent Service/Component of Deceased (last assigned)

- Army
- Navy
- Air Force
- Marine Corps
- Coast Guard
- Army Air Corps/Army Air Forces
- Merchant Marines
- Other

----- **PART 2** -----

10. Check functions provided:

- Flag Folding and/or presentation
- Taps
- Firing Party
- Pall Bearers
- Chaplain
- Flyover
- Expanded Honors (Color Guard, drill team, caisson)
- No honors provided

***** If unit was unable to provide honors SKIP to question 20. If unit was ABLE to perform any honors, complete all questions.

11. If Taps were provided, indicate how.

- Military Bugler (AD/Guard/Reserve)
- Civilian/Contract Bugler/ROTC
- VSO Bugler
- Recording
- None Provided

Military Technician (performing duty in a technician status)

\$ _____ Total Technician Pay \$ _____ Total Air Transportation
\$ _____ Total Per Diem \$ _____ Total Ground Transportation
\$ _____ Total Lodging \$ _____ Total Other Expenditures

National Guard in State Duty Status

\$ _____ Total Other Expenditures (Paid by State Funds – No Federal)
\$ _____ Total Other Expenditures (Paid by Federal/State Agreement)

18. VSO Detail Participation

___ Number of detail members from The American Legion
___ Number of detail members from Veterans of Foreign Wars
___ Number of detail members from Vietnam Veterans of America
___ Number of detail members from AMVETS
___ Number of detail members from Fleet Reserve
___ Number of detail members from Marine Corps League
___ Number of detail members from Combination of Veterans Organization
Volunteers

** \$ _____ Total Reimbursements \$ _____ Total Other Expenditures

**** (VSO costs are NOT required for expenses incurred during calendar year 2000)**

19. Other Detail Participation

___ Number of ROTC detail members
___ Number of Contract detail members
___ Number of Other detail members (Retirees, etc.)
\$ _____ Total Contract Reimbursements \$ _____ Total Other Expenditures

**If the funeral was fully supported as requested Skip Question 20 and submit the data.

**Answer Question 20 only if the funeral was not supported as requested.

20. If the funeral could not be supported as requested, indicate the ONE MAIN REASON why.

___ Family declined honors offered
___ Trained manpower not available
___ Multiple funerals at the same time
___ Geographic Distance
___ Insufficient notification time
___ No back up unit available
___ Other (write in)

Write in Other text here:

APPENDIX I

POINTS OF CONTACT

Navy Personnel Command
Casualty Assistance Branch (Pers-621)
5720 Integrity Drive
Millington, TN 38103-6210
800-368-3202

Military Medical Support Office
Mortuary Affairs, Bldg 38H
Great Lakes, IL 60088-5200
888-647-6676