



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 5360.1N
N932
17 August 2000

COMNAVREGSW INSTRUCTION 5360.1N

Subj: REGIONAL AND LOCAL FUNERAL HONORS SUPPORT

Ref: (a) OPNAVINST 1770.1
(b) NAVREGS Chap. 12, Sec. 1288-1290
(c) MILPERSMAN 4210240
(d) Navy Military Funerals, NAVPERS 15555D
(e) COMNAVREGSWSANDIEGOINST 1020.8D

Encl: (1) Metropolitan San Diego Funeral Honors Support Details
(2) Funeral Honors Support Area Coordinators
(3) Data Collection Sheet

1. Purpose. To establish policy and provide guidance for funeral honors support and religious services for military personnel within the Southwest Region.

2. Cancellation. COMNAVBASESANDIEGOINST 5360.1M. This instruction should be reviewed in its entirety due to numerous changes.

3. Background. The Navy's Funeral Honors Program was initiated by Naval Personnel Command (NPC) and sponsored by Chief Naval Personnel to ensure the rendition of military honors to our fallen comrades. Commander Navy Region Southwest is the authorized Regional Area Coordinator to manage the funeral honors program in the Southwest Region.

4. Policy

a. References (a) through (e) provide policy and guidelines for funeral honors support for military personnel. Commander Navy Region Southwest recognizes the importance of paying final tribute on behalf of a grateful nation to comrades in arms. When requested by the next of kin or their authorized representative and within constraints of available resources, a full funeral honors support detail shall be provided.

b. Commanders at all levels will support the funeral honors program policies and guidelines and ensure that every reasonable effort is made to assist bereaved families.

5. Procedures

a. Request for Navy military funeral honors will be accepted only from the Next of Kin (NOK), funeral director, or authorized representative for the NOK. Request for honors without the NOK's consent will not be accepted.

b. Members of Navy military funeral honors details will not accept monetary or other gratuities for their services.

c. Arrangements for burial at sea on board a naval vessel may be made with the Decedent Affairs Office at Naval Medical Center, San Diego, California. Burials at sea take place within normal ship's operating schedules. Normally, no observers (next of kin or family) may be in attendance.

d. The Chief Petty Officer or Petty Officer in Charge of the detail will conduct an inspection of the detail's uniform attire prior to performing their duty.

e. All personnel on the funeral honors detail will be properly trained to perform their duties.

f. Funeral Honors will not be provided on National Holidays. Every attempt shall be made to provide honors from Sunday through Saturday with the last service normally not scheduled later than 1500.

g. Rifles will be used by the Funeral Honors Support (FHS) details only on military installations and on cemetery premises.

6. Military Honors

a. Reference (d) determines eligibility requirements and sets the standards that all Naval activities shall observe when rendering military funeral honors.

b. Funerals for military personnel normally consist of military honors and a religious service. A full funeral honors support detail normally consists of the following:

- (1) Chief Petty Officer in Charge (CPOIC) or Petty Officer in Charge (POIC)
- (2) Rifle team (to render a three-volley gun salute)
- (3) Flag bearer
- (4) Casket/Urn bearers:
 - (a) Six or eight casket bearers; or
 - (b) One urn bearer

c. Limitations on the availability of manpower and funding are recognized. Accordingly, honors will be observed as resources permit in the following priority order:

(1) For members who die while on active duty or a holder of the Medal of Honor - Full Military Honors will be provided.

(2) For Fleet Reserve or Retired members - Full Honors shall be provided if available. Otherwise, casket or urn bearer(s) and a CPOIC or POIC. As a minimum, two uniformed representatives to fold and present the flag, preferably one of the same rate or rank of the deceased and one member being of the same branch of service as the decedent will be provided.

(3) For Navy Reserve members who have completed at least six months active duty (other than Active Duty for Training) - Same as for Fleet Reserve or Retired personnel.

(4) For Naval Reserve members on Inactive Duty - A detail composed of reservists from the members unit.

(5) For honorably discharged veterans - Two representatives to act as flag bearers one of which will be of the same branch of service as the deceased.

7. Religious Services

a. When requested, Chaplains of area shore commands are available to provide religious services in accordance with their respective faith traditions for personnel who die on active duty. In the absence of civilian clergy, Navy Chaplains may be provided for those who die in a retired pay status.

b. When an Active Duty Chaplain is not available, a Retired Navy or Reserve Chaplain may be ordered to Temporary Active Duty to perform the service. Requests must be made in advance to COMNAVRESFOR New Orleans LA (NOIG) via COMNAVREGSW Casualty Assistance Calls/Funeral Honors Support (CAC/FHS) Program Coordinator.

c. Chaplains may provide funeral services for authorized dependents of active duty personnel.

8. Uniforms

a. Commanding Officers or the Officer in Charge are to ensure impeccable appearance of personnel assigned to funeral details. The sharp military bearing of personnel providing military honors is critical in creating a favorable impression of the United States Navy.

b. References (d) and (e) pertain to uniform requirements for personnel attending military funerals. Following uniforms are prescribed for Funeral Honors Support Details:

(1) Winter. All personnel participating in the funeral shall wear the Service Dress Blue Uniform and maintain uniformity. Members of the funeral detail (E6 and below) shall wear white gloves, white web belt with plain silver buckle, white aiguillette (box braid, loop and safety catch) and white ascot. Officers and Chief Petty Officers will wear white gloves.

(2) Summer. The Service Dress White uniform will be worn by males (E-6 and below). The Summer White uniform is prescribed for male Chief Petty Officers and Officers. The Summer Dress White uniform with trousers is prescribed for females. Enlisted white uniforms will be worn with white gloves, black web belt (2 1/4 inch without eyelets) with plain silver buckle, black aiguillette (box braid, loop and safety catch) and black ascot.

(3) CNRSW Funeral Honors Office will be responsible for procuring the uniform accouterments listed above.

c. Chaplains conducting religious services for deceased personnel will wear the Service Dress Blue uniform during the winter period and the Summer White uniform during the summer period. Chaplains are authorized to wear their appropriate vestments if so desired.

d. All personnel participating in military funeral honor details will maintain uniformity in both uniforms and accouterments.

9. Action

a. COMNAVREGSW CAC/FHS Coordinator will:

(1) Exercise management control of the FHS program within the regional area of responsibility, which includes Arizona, Nevada, Utah, New Mexico, Colorado and California.

(2) Schedule and coordinate funeral honors in the San Diego Metropolitan area and relay information to the POIC/CPOIC of the details utilizing enclosure (1) which will show the funeral detail team assigned to provide honors.

(3) Provide funding for FHS details and buglers traveling out of their local area to provide military honors for deceased active duty personnel. Reimbursable expenses shall include POV mileage, tolls, and private residence long distance telephone calls.

(4) Receive all requests for military honors for all areas. The FHS Coordinator will obtain the necessary information and convey all information to the appropriate activity to provide honors. The Naval activity tasked to provide military honors will contact the funeral home for specific details regarding the funeral. Upon completion of providing honors, the POIC shall immediately contact the Regional Funeral Honors Office and report that the funeral honors were completed. CNRSW Funeral Honors Office shall track the rendition of honors for the region and maintain statistical reports.

(5) Receive the monthly Chaplain Funeral Watch Bill from the regional Chaplain's office and liaison with the Chaplain on the watch bill as needed.

b. Commands listed in enclosure (1) are designated as Area FHS Coordinators. Delegation authority will fall upon the Area FHS Coordinators to conduct the following:

(1) Designate commands within their area of responsibility to comprise a FHS Detail.

(2) Coordinate the assignment of and assist details, as necessary, to provide appropriate honors.

(3) Maintain oversight responsibility.

(4) Establish policy and procedures within the assigned geographical areas to manage the FHS program and ensure coordination among FHS details.

c. Naval activities designated by the Area Coordinators to provide FHS details shall:

(1) Establish a Funeral Honors Support Detail and ensure personnel and logistical support at all times in accordance with reference (d) and this instruction.

(2) Contact the Chaplain and mortuary when necessary to obtain and relay information about the funeral to ensure a professional funeral service.

(3) Ensure that personnel assigned to the detail have received adequate training to provide dignified and respectful honors.

(4) Ensure that the condition and appearance of uniforms of the members of the funeral detail is within the Navy's standard. The POIC or CPOIC shall ensure that all personnel on the detail possess an adequate supply of the prescribed uniform. Funeral honors detail members will maintain the standards of appearance set forth in this instruction.

(5) When unable to fulfill military honors, the responsible activity will make every effort to obtain support from another detail or from another component of the Navy (e.g. Reserve or NROTC Unit). In any event, the Regional Funeral Honors Support Office shall be contacted immediately.

(6) Upon completion of funeral honors the responsible POIC for the honors shall complete enclosure (3) (Data Collection Sheet). For the San Diego metropolitan area, enclosure (3) shall be faxed to the Regional Coordinator's office within 24 hours of completion. All other areas shall complete enclosure (3). All forms shall be collected and mail them to the Regional Office no later than the 5th day of each month for prior months funerals.

(7) Assign a point of contact (POC) to receive information related to funerals and ensure that military honors are provided. The responsible activity is to maintain a current and updated list of point of contacts both for normal working hours and after working hours. The area coordinator shall be provided a current list of assigned POCs at all times.

(8) If funeral honors were not rendered, Commander, Navy Region Southwest Funeral Honors Office will be immediately notified. The activity that did not comply with the tasking shall send the next of kin (NOK) or the NOK's representative a letter within 24 hours providing the circumstance that prevented the rendition of military honors. A copy of the letter shall be faxed to the Regional Office.

d. All Navy personnel ashore within CNRSW area of responsibility shall participate in the funeral honors support program. Normally, enlisted personnel in pay grades E-6 and below shall be assigned to funeral honors support duty.

e. Navy Chaplains shall:

(1) Be available to conduct funerals on assigned duty days established by Area Coordinators or the Regional Chaplains Office.

(2) Coordinate with CPOIC/POIC of the FHS Detail for specific details about the service and contact the next of kin prior to the funeral if necessary.

(3) Notify the area coordinator when reporting and detaching from the command.

(4) Adhere to the orderly combination of events to render military honors as set forth by the CPOIC/POIC of the detail as directed by higher authority.

f. Travel and incidental expenses should be kept to a minimum. Government transportation will be utilized when available. In accordance with reference (a), COMNAVREGSW San Diego, as the FHS Program Coordinator, will reimburse expenses incurred only when travel is in connection with official funeral honors. Approval from the NRSW Funeral Honors Office is required prior to commencing the travel. Claims shall be submitted to NRSW Funeral Honors Office utilizing a Standard Form 1164 with all original receipts.

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g. All Commanders, Commanding Officers and Officers in Charge will ensure compliance with all Funeral Honors Detail requirements contained in this instruction.

10. Point of Contact. COMNAVREGSW San Diego CAC/FHS Program Coordinator (Code N932), (619) 556-9790/7178, DSN prefix is 526.



D. C. KENDALL
Deputy and Chief of Staff

Distribution:
www.cnbsd.navy.mil/admin/menu.htm

METROPOLITAN SAN DIEGO

FUNERAL HONORS SUPPORT DETAILS

ASSIGNED TEAM	MON	TUES	WED	THUR	FRI	SAT	SUN
TEAM 1							
TEAM 2							
TEAM 3							
FTC TEAM			X				

All teams shall rotate on week days.

FTC will remain and continue to provide honors on their designated days.

SAMPLE

FUNERAL HONORS COORDINATORS

AREA COORDINATOR	AREA OF RESPONSIBILITY
COMMANDER NAVY REGION SOUTHWEST SOUTHERN AREA REPRESENTATIVE CODE N932 (619) 556-9790, DSN 526-9790	Southern portion of California. To include southern portion of San Diego County. The counties of San Bernardino, Riverside, and Orange County
COMMANDER NAVY REGION SOUTHWEST NORTHERN AREA REPRESENTATIVE CODE N932 (619) 556-7169, DSN 526-7169	Northern portion of California. All counties North of; Santa Cruz County, Madera County, and Inyo County
ACU FIVE AT CAMP PENDLETON (619) 725-2151, DSN 365-2151	Northern portion of San Diego County including Oceanside, Carlsbad, Vista, Escondido, Fallbrook, and San Marcos
NAF EL CENTRO CHAPLAINS OFFICE (760) 339-2290/2461	Imperial County
NAVAL BASE VENTURA (805) 989-0595	Counties of Ventura, Santa Barbara, Los Angeles, Kern and Inyo Counties of California and Clark County Nevada
NAS LEMOORE (559) 998-1195	Counties of Fresno, Madera, Kings and Tulare County
NAVAL POSTGRADUATE SCHOOL MONTEREY (Casualty/Mortuary Affairs Office) (831) 242-6696, DSN 878-6696	Monterey, San Benito, San Luis Obispo, and Santa Cruz Counties
12 TH MARINE CORPS DISTRICT (619) 542-5559	All USMC in the Southwest Region

FUNERAL HONORS COORDINATORS

NAVAL MARINE CORPS RESERVE CENTER, DENVER CO (303) 852-3236	State of Colorado
NAVMARCORESCEN ALBUQUERQUE NM (505) 292-4141	State of New Mexico
CO NAVAL AIR STATION FALLON NV 775) 426-2665, DSN 890-2665	State of Nevada Less Clark County
CO NROTC UNIT UNIVERSITY OF UTAH SALT LAKE CITY, UTAH (801) 581-6723 DSN 924-4308	Northern State of Utah
NAVAL AND MARINE CORPS RESERVE CENTER SALT LAKE CITY UT (801) 736-4201 ext. 15/13 PAGER: 1-877-792-2582	Southern State of Utah
CO, NAVMARCORESREDCEN PHOENIX AZ (602) 484-7292 DSN 853-1110 (LUKE AFB) PAGER: (602) 498-6243	State of Arizona
<u>FOR BURIALS AT SEA</u> NAVAL MEDICAL CENTER SAN DIEGO, CA 92134-5000 (619) 532-8066/8305 DSN 522-8066/8305	FROM SHIPS HOMEPORTED IN SAN DIEGO

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. 10. 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 question20. 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: