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

IN REPLY REFER TO:

COMNAVREGSWINST 5360.2
N93M11R
26 NOV 2003

COMNAVREGSW INSTRUCTION 5360.2

Subj: FUNERAL HONORS SUPPORT (FHS) PROGRAM WITHIN THE NAVY SOUTHWEST REGION

Ref: (a) DOD Directive 1300.15
(b) OPNAVINST 1770.1
(c) BUPERSINST 1770.3
(d) OPNAVINST 5360.1
(e) Navy Regulations
(f) MILPERSMAN 5360-010
(g) Navy Military Funerals, NAVPERS 15555D
(h) COMNAVREGSWINST 1020.1
(i) BUPERSINST 1770.10

Encl: (1) Funeral Honors Support Coordinators
(2) General Information Regarding Military Funeral Honors
(3) Military Honors Request Form
(4) Military Honors Confirmation Sheet
(5) Funeral Director's Critique Sheet
(6) DOD Funeral Honors Data Collection Form
(7) Funeral Honors Detail Feedback Form
(8) COMNAVREGSW FHS Monthly Statistics Form
(9) Funeral Honors Command Point of Contact Form
(10) Missed Funeral/Complaint Form

1. Purpose. To provide policy and direction for funeral honors program, and religious service support for military personnel in the Southwest Region.

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

3. Background. The Navy's Funeral Honors Program was initiated by Navy Personnel Command (NPC) and sponsored by Chief of Naval Personnel to ensure the rendition of military honors to our fallen comrades. Military Honors are the ceremonial paying of final tribute and respect to those who served our country honorably. The ceremony consists of, at a minimum, the folding and presentation of the National Ensign and the sounding of Taps

by a detail of two uniformed representatives of the Armed Forces. Per references (a) and (b), Commander Navy Region Southwest (CNRSW) is the authorized Regional Area Coordinator to manage and oversee the funeral honors program in the states of California, New Mexico, Colorado, Arizona, Nevada, and Utah.

4. Policy

a. References (a) through (i) provide policy and guidelines for funeral honors support for military personnel. When requested by the Next of Kin (NOK) or their authorized representative and within constraints of available resources, a full funeral honors support detail will be provided.

b. Commanders at all levels will respond to the program's intended spirit. Every reasonable effort will be made to help bereaved families. The practice of rendering funeral honors is considered a total force mission. Requests for military honors shall be responded to immediately.

5. Procedures

a. Requests for Navy Military Funeral Honors will be accepted only from the NOK, funeral director, or the NOK's authorized representative. Request for honors without the NOK's consent will not be accepted.

b. Members of the 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 through the Decedent Affairs Office at Naval Medical Center, San Diego, California. Burials at sea take place within the ship's normal operating schedule. Normally, no observers (NOK or family) may be in attendance.

d. The Chief Petty Officer in Charge (CPOIC) or Petty Officer in Charge (POIC) of the detail will conduct an inspection of the detail's uniform prior to performing military honors at each funeral.

e. All personnel on the Navy Military Funeral Honors Detail will be properly trained to perform their duties. CPOIC/POICs of the detail, and Commanding Officers shall ensure that personnel participating in military funerals are qualified to render military honors.

f. Funeral Honors will not be provided on national holidays. Every attempt shall be made to provide honors from Sunday through Saturday, and normally the last service will be scheduled no later than 1500.

g. Rifles will be used by the Funeral Honors Support (FHS) details only on military installations and cemetery premises. Any deviation from the normal practice requires pre-approval from the appropriate Sheriff's Department, Police Department, or the Harbor Shore Patrol.

h. Due to the number of military funerals honors scheduled per day, the detail will allow a 30-minute grace period in order that the team may arrive at the next funeral on time. Should a service be delayed in excess of the 30-minute grace period, the family or their authorized representative may contact the local funeral honors coordinator to request a makeup service at a later date.

i. The NOK or their authorized representative will provide proof of honorable service via a DD Form 214 or other form of evidence identifying honorable service to the funeral honors coordinator. Military honors will not be provided for personnel with dishonorable discharges.

6. Military Honors

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

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

(1) A CPOIC or POIC of the detail

(2) A three or seven member rifle team

(3) Flag bearer(s)

(4) One urn bearer (if applicable)

(5) Six or eight casket bearers

(6) A bugler or a professional quality recording of Taps

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

(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 will be provided if available and only when resources permit. At a minimum, two uniformed representatives to fold and present the flag, preferably one of the same rate or grade of the deceased and one member being of the same branch of service as the decedent will be provided.

(3) For Naval 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.

d. Military personnel attending the funeral services will salute anytime the body is: carried past them, while the body is being lowered into the grave or committed to the deep, and during the firing of volleys and the sounding of "Taps".

7. Religious Services

a. When requested, chaplains of area shore commands may 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 if resources permit.

b. When an Active Duty Chaplain is not available, a Navy retired or Reserve Chaplain may be ordered to Temporary Active Duty to perform the service. Requests must be made in advance to Commander, Naval Reserve Force, New Orleans LA (NOIG) via CNRSW Casualty Assistance Calls/Funeral Honors Support (CAC/FHS) Program Coordinator. Reference (i) provides guidance and announces authorization and procedures for inactive Naval Reserve Chaplains conducting services at military funerals.

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

8. Uniforms

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

b. References (d) and (e) pertain to uniform requirements for personnel attending and participating in military funerals. The following uniforms are prescribed for Funeral Honors Support details:

(1) Winter. All military personnel participating in the funeral will wear the Service Dress Blue uniform and maintain uniformity. Members of the funeral detail (E6 and below) will wear white gloves, white web belt without eyelets with plain silver buckle, white aiguillette with silver tip (box braid, loop and safety catch), bleached white duck leggins ten inches high, and white ascot. Officers and Chief Petty Officers will wear Service Dress Blue uniform with white gloves.

(2) Summer. All personnel participating in funerals will wear the Service Dress White uniform. The Service 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 with silver tip (box braid, loop and safety catch), black ascot and white leggins, ten inches high.

(3) Very seldom are Navy funerals postponed because of inclement weather. In case of inclement weather overcoats or raincoats shall be worn.

(4) 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 appropriate service dress uniform of the season. 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. Active duty military personnel attending funeral services will maintain uniformity and wear appropriate service dress uniform of the season.

9. Action.

a. CNRSW CAC/FHS Regional Coordinator will:

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

(2) Provide funding for FHS details and buglers traveling out of their local area to provide military honors. Military Honors Detail may claim reimbursement for expenses incurred while assigned this duty. Reimbursable expenses will include round trip mileage if privately owned vehicle is used, dry cleaning uniforms, and tolls.

(3) Enclosure (1) list the Local Area Funeral Honors Support Coordinators.

(4) CNRSW Regional Funeral Honors office will maintain statistical reports of honors conducted in the Southwest Region.

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

b. While CNRSW retains the responsibility for implementing the FHS program within the Southwest Region, Local Area Coordinators will:

(1) Designate commands within their area of responsibility to comprise a FHS Detail and ensure all personnel are properly trained and qualified to perform their duty.

(2) Maintain oversight of the funeral honors being performed in their respective area of responsibility.

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

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

c. The Local Area FHS Coordinator will:

(1) Work closely with the funeral director, NOK, or their authorized representative to obtain the necessary information and documents to schedule Military Funeral Honors. The Local Area FHS Coordinator will supply the requestor with enclosure (2), which provides general information regarding military honors.

(a) Once eligibility for military honors has been determined, the Local Area FHS Coordinator will complete the Funeral Honors Request Form, enclosure (3).

(b) Provide appropriate Military Funeral Honors Details assigned with enclosure (3). The Local Area FHS Coordinator will confirm that the honors detail received the Request for Funeral Honors Form. The Regional Funeral Honors office will follow-up on all funerals on a daily basis to ensure and confirm appropriate coordination and scheduling.

(c) Upon confirmation that honors will be provided, the Local Area FHS Coordinator will provide a confirmation sheet, enclosure (4), via fax to the requestor followed by a telephone call to ensure they have received confirmation. Additionally, the requestor will be asked to submit a Funeral Honors Critique sheet, enclosure (5), in an effort to continually enhance the Funeral Honors Support program.

(2) The Military Funeral Honors Detail tasked to provide military honors will contact the funeral home for directions and specific details regarding the funeral. Upon completion of the funeral, the POIC will contact the Local Area FHS Coordinator and report that the funeral honors were completed, and followed by the submission of the data collection sheet, enclosure (6). The CPOIC/POIC of the detail will ensure the Local Area FHS Coordinator receives the funeral honors feedback sheet, enclosure (7), after the completion of each funeral.

(3) The Local Area FHS Coordinator will ensure that the personnel assigned to the detail have received adequate training to provide dignified and respectful military honors. Training will consist of, but not be limited to; graveside services for

casket and cremated remains, rifle maneuvers and firing salutes, and folding and presenting the flag.

(4) The Local Area FHS Coordinator will ensure that the condition and appearance of uniforms of the members of the funeral detail are maintained within the Navy's standard. The POIC or CPOIC will ensure that all personnel on the detail maintain an adequate supply of the prescribed uniform. The Funeral honors detail is responsible for knowledge of the standards of appearance as set forth in this instruction and will be held accountable under Article 92 (1), UCMJ for ensuring that their appearance is within those standards while in a duty status.

(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), or the local Veteran Service Organization. The Regional Funeral Honors Support Office will be contacted immediately.

(6) The Local Area FHS Coordinator will collect the data collection sheets and enter them on the DOD Website on a weekly basis. Only the Local Area FHS Coordinators are authorized access to the DOD Website to enter statistical data from Funeral Honors.

(7) Each Local Area FHS Coordinator will maintain a monthly report, enclosure (8), regarding all funerals conducted in their geographical area of responsibility. The monthly report will be submitted to the Regional Funeral Honors Office no later than the 5th day of each month for the prior month's funerals.

(8) The Navy activity delegated by the Local Area FHS Coordinator to provide military honors will assign a point of contact (POC) to receive information related to funerals. The responsible activity is to maintain a current and updated list of points of contacts both for normal working hours and after working hours. The Local Area FHS coordinator will be provided a current list of assigned POCs at all times. Enclosure (9) will be kept current at all times by the CNRSW Funeral Honors office.

(9) If funeral honors were not rendered, the Regional Funeral Honors Office will be immediately notified. The Regional Funeral Honors office will send the NOK or the NOK's representative a letter of apology within 24 hours providing the circumstance that prevented the rendition of military honors.

The responsible party must complete enclosure (10) and submit to the Regional Office for any missed funeral or in the event of any complaints from a dissatisfied family member.

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

e. Navy Chaplains will:

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

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

(3) Notify the Local Area FHS Coordinator when reporting and detaching from the command.

(4) Adhere to the orderly coordination of events to render military honors as set forth by the CPOIC/POIC of the Funeral Honors Support Detail or as directed by higher authority.

f. Commanding Officers will:

(1) Comply with the requirements in a timely and proactive manner. Commanders at all levels will respond to the Funeral Honors Support program with priority, sensitivity, and the humanitarian spirit to honor our fallen comrades.

(2) Ensure that the funeral honors program requirements are adhered to and fully staffed at all times. It is the responsibility of each command to provide the required personnel in accordance with enclosures (1) through (3). Assigned personnel will not check out until a relief has checked in.

(3) Ensure that personnel selected are in good physical condition with the ability to lift heavy objects. Personnel selected will not have leave approved while on TAD status. Additionally, due to the rigorous schedule, leave or special liberty will not be granted while TAD. If personnel are required to take emergency leave greater than five days, or become

physically unable to perform duties, the parent command must provide replacement personnel.

g. Navy Region Southwest Casualty Assistance/Funeral Honors office will provide appropriate funding and training for funeral honors teams, ensuring this program remains fully operational.

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

10. Point of Contact. CNRSW CAC/FHS Program Coordinator (N93M11R), (619) 556-7178/9790/7169, DSN prefix is 526.

A. D. BRUNHART
Deputy and
Chief of Staff

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

FUNERAL HONORS SUPPORT COORDINATORS

LOCAL AREA FHS COORDINATOR	AREA OF RESPONSIBILITY
COMMANDER NAVY REGION SOUTHWEST SOUTHERN AREA REPRESENTATIVE CODE N93M11W (619) 556-9790, DSN 526-9790	Southern portion of California. Includes the counties of San Diego, Imperial of San Bernardino, Riversid Northern portion of San Diego County; includes Oceanside, Carlsbad, Vista, Escondido, Fallbrook, and San Marcos
NAVAL BASE VENTURA CENTRAL AREA REPRESENTATIVE (805) 989-0595	Counties of Ventura, Santa Barbara, Los Angeles, and Kern
NAS LEMOORE CA (559) 998-1195	Counties of Fresno, Madera, Kings, Inyo, and Tulare
NAVAL POSTGRADUATE SCHOOL MONTEREY CA (831) 242-6696, DSN 878-6696	Counties of Monterey, San Benito, San Luis Obispo, and Santa Cruz
COMMANDER NAVY REGION SOUTHWEST NORTHERN AREA REPRESENTATIVE CODE N93M11W (619) 556-7169, DSN 526-7169	Northern portion of California. All counties North of; Santa Cruz County; to include the counties of San Mateo, Santa Clara, Stanislaus, Merced, Madera, Mariposa, Mono, And all counties north
COMMANDER NAVY REGION SOUTHWEST (AREAS OF RESPONSIBILITY OUTSIDE OF CALIFORNIA) AREA REPRESENTATIVE CODE N93M11W (619) 556-7178, DSN 526-7178	Includes the states of New Mexico, Colorado, Arizona, Utah, and Nevada
<u>FOR BURIALS AT SEA</u> NAVAL MEDICAL CENTER SAN DIEGO, CA 92134-5000 (619) 532-8066/8305 DSN 522-8066/8305	Ships homeported in San Diego

GENERAL INFORMATION FOR MILITARY FUNERAL HONORS

Please read the following guidelines carefully to ensure that Military Funeral Honors are available.

- *48-Hour Advance Notice* - ***In order to coordinate Military Funeral Honors we require 48-hours advance notice. You may contact this office at 1-800-326-9631 from 7:30 AM to 4:00 PM PST, Monday through Friday.***

- *After Hours* - ***On weekends all calls are forwarded to our Command Duty office where requests can be made from Friday through Sunday. Requests made during these hours should be faxed to (619) 524-2470. (Requests sent to the Regional office Monday through Friday after hours will not be received for processing until the next business day.)***

- *Documents Required* - ***A copy of the*** *DD-214* ***(Discharge Certificate) of the deceased person is required to arrange Funeral Honors. If you do not have this document you may contact the Veterans Administration (800) 827-1000 to request documentation confirmation that the person was honorably discharged from the military. We cannot perform military honors without one of the aforementioned forms of documentation.***

- *Funeral Honors Request Form* - ***the Military Funeral Honors Request Form (attached) should be printed or typed. This information will be used to coordinate the date, time, and location of the service, as every effort is made to accommodate the family's desire for Funeral Honors. Please be aware that due to limited resources in some areas the Honors Detail will consist of a 2-Member Flag folding team. Once Honors have been arranged, confirmation will be***

provided to the requestor via fax and a phone call from the Honors Coordinator.

1. ***Please be sure that the time indicated on your Military Funeral Honors Request Form is correct.***
2. ***The time indicated on your request should indicate the time at which the funeral will commence. The Honors Detail will arrive 30 minutes early to prepare for the Honors and will only wait 30 minutes after the time scheduled, after which they will dismiss themselves in order to avoid a delay for the next scheduled funeral.***

- *Performance Rating* - ***Along with the confirmation notice, a Critique Form will be sent. Your assistance is requested so that we may assess the performance of the Honors Detail. Please complete the Critique Form and return to the Honors Coordinator. (These documents can also be sent via e-mail upon request.)***

- *For Your Convenience* - ***We recommended that you make a copy of a blank Military Funeral Honors Request Form for your future use.***

If you have any questions or concerns you may contact this office at: (619) 556-7178.

U.S. NAVY
MILITARY FUNERAL HONORS REQUEST FORM

	Date of Request:	**Time of Request:**	
	Funeral Honors Area Rep: **Phone:**	**Fax:**	
FUNERAL INFO: Day/Date/Time Honors desired:	**URN** ☐ **CASKET** ☐ **OTHER** (i.e. Memorial Svc.) ☐		
NAME OF DECEASED: (Last, First, Middle)	Rate/Rank	Branch of Service	Veteran ☐ Retired ☐ # of Yrs in Svc
SSN: **Date of Birth:**	**Date of Death:**	Eligibility Verified ☐ (DD214 Received)	

LOCATION OF FUNERAL OR SERVICE

☐ **CEMETERY** ☐ **CHURCH** ☐ **FUNERAL HOME** ☐ **OTHER** (Specify below in Remarks)

Place:	**Contact:**
Address:	**Phone:**
City, State, Zip Code:	**Fax:**

NEXT OF KIN INFORMATION

Person to received flag:	**Relationship to deceased:**
Address:	**Contact:**
City, State, Zip Code:	**Phone:**

MORTUARY/FUNERAL HOME INFORMATION

Name of Funeral Home:	**Contact:**	
Address:	**Ph:**	**Fax:**
City, State, Zip Code:	**Please Note:** Mortuary/Funeral Home is required to provide the flag.	

**********FUNERAL HONORS OFFICE USE **********

CHAPLAIN INFORMATION **(Active Duty & 20-Year Service Members Only)**

Chaplain Desired: **Yes** ☐ **No** ☐	☐ **Protestant** ☐ **Catholic** ☐ **Other** (Specify)	**Chapel Service:**	**Time:**
Chaplain Assigned: **Name:** **Ph:**	**Time/Date Assigned:**	**Spoke to:**	

FUNERAL DETAIL INFORMATION **(Funeral Honors Office Use Only)**

Command Providing Honors:		**Given to:**		**Date:**	**Time:**	
Honors Detail Confirmed ☐ **Via Fax/Email:** ☐ **Via Phone:** ☐ **Date:** **Date:**		**Full Honors** ☐ **2-Member Detail** ☐	**Flag Presentation** ☐	**Live Bugler** ☐	**Taps CD** ☐	**Other** ☐
State Honors requested in:	AZ ☐	CA ☐	CO ☐	NV ☐	NM ☐	UT ☐ Other ☐

MILITARY FUNERAL HONORS CONFIRMATION SHEET

RECEIVER:
SENDER: CNRSW Funeral Honors Coordinator
PHONE: (619) 556-7178 **DSN:** 526-7178 **TOLL FREE:** 1(800) 326-9631 **FAX:** (619) 556-5532

YOUR REQUEST FOR:

☐ **Full Honors** ☐ **2-Member Team** has been confirmed.

Deceased	Day/Date	Time

Also, in an effort to continuously improve our program, would you kindly complete the following Critique Sheet and fax it to the number above at your earliest convenience.

Thank you!

FUNERAL DIRECTOR'S CRITIQUE SHEET

Deceased: _____ Date: _____
(Last, First, M.I.)

Social Security No.: _____ - _____ - _____ Date of Funeral: _____

Burial/Cemetery: _____ **Cremation**/Deposited: _____

State: _____ City/Town: _____

Time Honor Detail Requested: _____ Time Honor Detail
rived: _____

Time Family Arrived: _____

PLEASE RATE APPEARANCE AND EVENTS

	Outstanding	Good	Fair	Poor	Not Applicable
Uniform Appearance	☐	☐	☐	☐	☐
Military Bearing	☐	☐	☐	☐	☐
Pall Bearers	☐	☐	☐	☐	☐
Folding of the Flag	☐	☐	☐	☐	☐
Flag Presentation	☐	☐	☐	☐	☐
Firing Party	☐	☐	☐	☐	☐
Taps	☐	☐	☐	☐	☐
Pride and Professionalism	☐	☐	☐	☐	☐

Comments

Compliments/Complaints: _____

_____

_____

_____

_____

Submitted By: _____ Date: _____

*Upon completion of this form please fax to **Funeral Honors Support** at (619) 556-5532 Thank You.*

FORMAT HONORS DATA COLLECTION SHEET

(THIS INFORMATION MUST BE FILLED OUT ACCURATELY FOR FHDB PURPOSES)

NAME OF DECEASED:	
SOCIAL SECURITY NUMBER OF DECEASED:	
DATE OF FUNERAL:	

1. DATE FUNERAL HONORS REQUEST WAS SUBMITTED:	
2. UNIT IDENTIFICATION CODE (UIC):	
3. STATE WHERE FUNERAL HONORS TOOK PLACE:	
4. PLACE OF INTERNMENT/INURNMENT:	
5. STATUS OF DECEASED:	
6. RANK OF DECEASED:	
7. PARENT SERVICE/COMPONENT OF DECEASED:	

8. CHECK-OFF ELEMENTS PROVIDED AND BY WHOM:

			MILITARY	VSO	OTHER AUTHORIZED PROVIDER	FAMILY DECLINED
FLAG PRESENTATION			☐	☐	☐	☐
TAPS	BUGLER	☐	☐	☐	☐	☐
	RECORDING	☐				
	NOT PROVIDED	☐				
FIRING PARTY			☐	☐	☐	
PALL BEARERS			☐	☐	☐	
CHAPLAIN			☐			
FLYOVER			☐			
ADDITIONAL ELEMENTS*			☐	☐	☐	

* Color Guard, Drill Unit, Caisson, Presence, etc.

9. NUMBER OF MILITARY DETAIL MEMBERS:

	ACTIVE DUTY	RESERVES		NATIONAL GUARD		
		SEL RES	AGR	FEDERAL STATUS	STATE STATUS	AGR
ARMY						
NAVY						
USAF						
USMC						
USCG						

10. NUMBER OF VSO DETAIL MEMBERS:	
(THE AMERICAN LEGION) CENTER WITH OTHERS	
AMVETS	
VETERANS OF FOREIGN WARS	
FLEET RESERVE	

MARINE CORPS LEAGUE	
VIETNAM VETERANS OF AMERICA	

11. NUMBER OF OTHER AUTHORIZED PROVIDER DETAIL MEMBERS:	
ROTC	
CONTRACT BUGLER	
OTHER (RETIREES, ETC.)	

12. TIME FOR DETAIL TO ACCOMPLISH FUNERAL HONORS, TO AND FROM (ROUND OFF)	
13. IF THE FUNERAL COULD NOT BE SUPPORTED/PROVIDED AS REQUESTED, INDICATE THE REASONS WHY:	

FUNERAL HONORS DETAIL FEEDBACK SHEET

24 Jul 2003

Deceased: _____ Date of Funeral: _____

Location of Funeral: (City/State): _____

Time Honor Guard Arrived: _____

Time Family Arrived: _____

Please give a brief explanation/comment on how things went. Your feedback will help enhance the funeral Honors program.

_____
_____
_____
_____
_____
_____
_____

In the event of family dissatisfaction, is there a likelihood of a complaint going further than the FHS office? ☐YES ☐NO

Did the funeral director provide a flag for the casket/urn? ☐ Yes ☐No

CPOIC/POIC OF THE DETAIL: _____

Participants in this funeral: (Casket Bearers, Firing Party and/or Flag Presenters):

1. _____ 8. _____
2. _____ 9. _____
3. _____ 10. _____
4. _____ 11. _____
5. _____ 12. _____
6. _____ 13. _____
7. _____ 14. _____

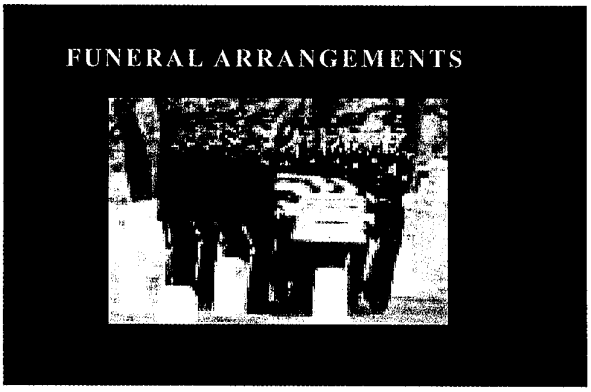
Bugler: _____ Chaplain: _____

Submitted By: _____ Command: _____
Please print

Signature: _____ Date: _____

Monthly Funeral Honors Performed
Command: _____
Command UIC:_____

Command	*Jan*	*Feb*	*Mar*	*Apr*	*May*	*Jun*	*Jul*	*Aug*	*Sep*	*Oct*	*Nov*	*Dec*	*Total*
Full Honors													
Partial Honors													



Area of Responsibility: _____

Command:
Command Address:
Phone:
Fax:

FUNERAL HONORS POINT OF CONTACTS

PRIMARY	SECONDARY
Name:	Name:
Wk Ph:	Wk Ph:
Hm Ph:	Hm Ph:
Fax #:	Fax #:
Cell#	Cell#
Email:	Email:

COMMANDING OFFICER	EXECUTIVE OFFICER
Name:	Name:
Wk Ph:	Wk Ph:
Hm Ph:	Hm Ph:
Fax #:	Fax #:
Cell:	Cell #:
Email:	Email:

AFTER HOURS
Name:
Wk Ph:
Hm Ph:
Fax #:
Cell#
Email:

Special Instructions or note:

MISSED FUNERAL/COMPLAINT

Provide the following details:

Deceased (Name of Service Member)	**Next of Kin** (Name, Address & Phone)	**Funeral** (Date, Time & Place)

1. Give a brief description of the reason the funeral was missed and/or the details which caused the complaint.

2. Indicate what formal training or qualifications the participant(s) have received.

3. Was the Commanding Officer of the unit aware of the incident?

4. A letter of apology will be sent to the Next of Kin. Fax a copy of this letter to the Casualty/Funeral Honors Office at (619) 556-5532

5. Any additional supporting documents should include: case file, Funeral Honors Request Form, conversation log sheets, etc.

6. Explain briefly what will be done to rectify the complaint and satisfy the family.

7. Advise Casualty/Funeral Honors Office of the corrective measures that will be implemented to avoid a reoccurrence.

8. Has the family requested the detail to perform Military Honors at a later date?