

Chapter 7 - Cremation

7-1. Authorization. When requested in writing or by telegram by the PNOK defined in paragraph 1-4c, cremation may be performed subject to compliance with applicable civil regulations. If received by telegram, naval authorities will assure that a written and signed copy of the request is received before cremation. Make no overt action to encourage the PNOK to elect cremation. Do not accomplish cremation if any question exists whether a specific individual has the legal right to direct disposition, or if identification findings are inconclusive. Forward a copy of PNOK's signed request for cremation to COMNAVMEDCOM (MEDCOM-332), Washington, DC 20372-5120 (par. 1-5a(1)(c) refers).

7-2. Place of Cremation. Cremation should be accomplished at or near the place of death. However, the receiving funeral director may arrange cremation at the final destination if specifically requested by the NOK, subject to payment by the appropriate OMA/NH in whose area cremation is performed (see chapter 11).

7-3. Cremation Casket. When remains processed under contract are to be cremated, they should be transferred to the crematory in a casket meeting the standards described in appendix J. Remains not processed under contract that are to be cremated should be transferred in an inexpensive, wooden, or other cremation casket common to the industry. The specification metal casket in appendix J should be furnished for remains that are to be cremated only when required for transporting and viewing remains prior to cremation or for those instances in which the PNOK makes a decision to cremate after casketed remains arrive at final destination.

7-4. Certification. The crematory must provide a signed statement certifying that remains were cremated and that the ashes were placed in the receptacle delivered to the Navy representative. Include in the statement the name of the Navy representative and date receptacle was delivered. Submit the cremation certificate and signed request to COMNAVMEDCOM (MEDCOM-332), accompanied by DD 2062, Record of Preparation and Disposition of Remains (Outside CONUS) or DD 2063, Record of Preparation and Disposition of Remains (Within CONUS). If at sea disposition is desired, submit the cremation certificate to COMNAVMEDCOM via the CO of the vessel or the naval air station designated for at sea disposition.

7-5. Transportation

a. To Crematory. Remains to be cremated may be transported via common carrier or funeral coach to the nearest crematory. An escort will accompany the remains of military personnel to the cre-

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matory. The escort will then hand carry the cremains, following subparagraph 7-5b, to final destination.

b. To Final Destination. Cremains of military personnel will be hand carried in a suitable container by the escort. The escort may be authorized 10 pounds (4.50 kg) additional baggage allowance as a DAP expense. When an escort is not authorized (paragraph 2-3b refers), cremains will be transported by registered mail (preferred method), air, or surface transportation to designated consignee.

7-6. Urn. Urns should meet the specifications described in appendix J. According to the contract, contractors will provide a rectangular or vase type spun bronze urn with carrying or shipping container. Such an urn will be engraved to include name, grade or rate, date of birth, date of death, and branch of service.

7-7. Consignment. As indicated in paragraph 9-1a, remains are normally consigned to a designated funeral director or national cemetery. For cremains, consignment may also be made to the PNOK or to a specific individual designated by the PNOK, provided such consignment does not conflict with applicable civil regulations or State health requirements.

7-8. Transportation Schedule, Notification of. When remains are cremated outside the 48 contiguous United States, the activity responsible for transportation to the U.S. will provide the POE activity such information by message with COMNAVMEDCOM (MEDCOM-332) as an information addressee (chapter 9 refers). POE personnel will provide the CACO and destination consignee with the transportation schedule by telephone with a follow-up confirming message. Make COMNAVMEDCOM an information addressee on the latter and other activities, as appropriate, may also be included. The CACO, after coordinating with the POE activity, has sole responsibility for furnishing the PNOK and SNOK information on the transportation of cremains.

Chapter 8 - At Sea Disposition

8-1. General

a. The CNO has concurred in the continued coordination required to accomplish burials at sea during peacetime. In a war or major military operation, the area commander makes at sea disposition determinations when it becomes necessary to suspend the Current Death program. Conduct at sea dispositions following the provisions of articles 1089-1094 of U.S. Navy Regulations.

b. Civilian personnel will not be authorized to attend services aboard naval ships at sea or aboard naval aircraft. Services aboard naval ships, while at port, may be permitted on a "not to interfere" basis.

c. Any commanding officer who receives a request for disposition of remains or cremains at sea will forward such request to the appropriate fleet commander in chief (CINC) listed in appendix F with a copy to the OMA/NH servicing the area of the requested port of embarkation.

d. When a PNOK requests committal or dispersion at a specific time, site, or from a specific craft and there is a conflict in any letters or documents supporting the disposition, the conflict must be resolved with the PNOK prior to proceeding with the at sea disposition.

8-2. Individuals Eligible for At Sea Disposition. When granted permission, the following classes of individuals will be accorded at sea disposition from a ship of casketed remains or inurned cremains, or dispersion from an aircraft of cremains. Paragraph 8-8 provides additional information concerning arrangements for individuals below who are not entitled to DAP benefits.

a. Members of the uniformed services.

b. Retired members of the uniformed services.

c. Members of the uniformed services discharged under honorable conditions.

d. U.S. civilian marine personnel of the Military Sealift Command.

e. Dependents of members and former members of the uniformed services.

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8-3b(2)(b)

f. Other U.S. citizens who are determined eligible by the Chief of Naval Operations for at sea committal due to notable service or outstanding contributions to the United States.

8-3. Responsibilities

a. Fleet CINCs. Fleet CINCs are authorized to designate activities under their command or control to accept remains and cremains. Upon receipt of authorization, the date of committal or dispersion will be determined by the availability of resources.

b. OMAs/NHs. Refer exceptions which cannot be resolved at this delegated authority level to CNO. Provide COMNAVMEDCOM (MEDCOM-332) information copies of messages or letters requesting, granting, or refusing authorization for committal or dispersion. Also provide a copy to the headquarters of the appropriate branch of service.

(1) Casketed Remains. Upon receipt of a request for committal at sea of casketed remains, the OMA/NH will provide notification to the requester that should remains be accepted for committal at sea, such remains must be encased in a metal casket. Additionally, the requester should be notified:

(a) Concerning the earliest date remains can be accepted for committal.

(b) That to preclude cross-country transportation of a drilled, weighted, and banded casket, only the funeral home at or near the port of embarkation will be authorized to prepare the casket per subparagraph 8-5b prior to delivery to the naval vessel.

(c) That limited facilities and capabilities preclude acceptance of casketed remains but capability exists for either committal or dispersion of cremains. The provisions of subparagraph 8-3b(2) will then be followed.

(2) Inurned Cremains. Upon receipt of requests for committal or dispersion at sea of cremains (or committal of remains under circumstances outlined in paragraph 8-3b(1)(c)), the OMA/NH will notify the requester concerning:

(a) Capability for acceptance of cremains for committal from a ship or dispersion from an aircraft.

(b) The earliest date cremains can be accepted for committal or dispersion.

8-3b(2)(c)

8-3b(4)(b)

(c) The naval activity, at or nearest the place of final disposition, or the ship having the capability to accept consignment.

(3) Receipt of Remains or Cremains. As soon as cremains are received by the shore facility, or casketed remains arrive at the funeral home near the port of embarkation, the OMA/NH servicing the area will:

(a) Make initial contact with the PNOK using the most expeditious means and provide the Navy's casualty assistance toll free number in Washington, DC (1-800-368-3202 and for those calling from Virginia, 1-800-572-2126). Advise the PNOK that these numbers are manned 24 hours a day and that assigned personnel will be able to aid them.

(b) Contact the PNOK when a ship has been designated to accomplish disposition and advise the PNOK of its approximate sailing date, or

(c) Contact the PNOK when a plane is scheduled to accomplish dispersion of cremains.

(d) Contact the PNOK not less than once every 3 weeks to reaffirm the schedule of events.

(e) Keep appropriate naval medical command region(s) apprised of each event.

(4) Consignment. The cognizant OMA/NH will coordinate the following arrangements for delivery of remains or cremains to either the ship at dockside, for committal at sea from a ship, or to the commanding officer of the activity responsible for dispersion at sea of cremains from an aircraft.

(a) Remains. The naval activity responsible for transportation arrangements (paragraph 9-3 refers) will consign casketed remains to a mortuary at or near the port as designated by the PNOK for casket preparation per paragraph 8-5. Expenses incurred at such a consignee funeral home are considered a part of private arrangements. As such, they are the responsibility of the PNOK, subject to reimbursable limitations pertaining to secondary allowances (chapter 11 refers).

(b) Cremains. Inurned ashes will be consigned, by the OMA/NH, to a naval activity at or near the place of final disposition.

8-3c

8-4a(1)

c. Naval Medical Command Regions (NAVMEDCOM Regions). The commander of the NAVMEDCOM region out of which the at sea disposition will be accomplished will:

(1) Exercise oversight responsibility on all aspects of this program.

(2) Provide message notification to COMNAVMEDCOM WASHINGTON DC when delay in disposition is expected to extend beyond 10 weeks from the date at sea disposition was approved. Provide information copies to:

(a) COMNAVMILPERSCOM or CMC, as appropriate.

(b) The NAVMEDCOM region where the NOK resides.

(c) The cognizant fleet CINC.

d. Designated Ships. Commanding officers of ships designated to conduct at sea dispositions will, within 24 hours after committal, send a message to the PNOK giving the date and time of committal and indicating that details and photographs of the ceremony (as appropriate) will be forwarded within the next 10-working days, or as soon as practicable thereafter (see paragraph 8-4b for sample letter). Provide information copies to:

(1) The NAVMEDCOM region where disposition occurred.

(2) The NAVMEDCOM region where the PNOK resides.

(3) COMNAVMEDCOM WASHINGTON DC.

(4) COMNAVMILPERSCOM or CMC, as appropriate.

8-4. Documents Required

a. The following must be presented to the commanding officer of the ship or activity assigned responsibility for at sea disposition arrangements before casketed remains or inurned cremains are taken into the commanding officer's custody. Coordination with the appropriate OMA/NH (appendix F) may be necessary in obtaining required documents.

(1) A signed and properly witnessed request and authorization from the PNOK defined in paragraph 1-4c. Following is a sample request and authorization:

8-4a(1)

8-4a(1)

Date: 1 July 1986

To whom it may concern:

This is to certify that I, Doe, John Alexander, Sr.,
 (Full name of requester)
 am the person having the right to direct disposition of
remains of HMC, Doe, John
 (remains or cremains) (grade or rate) (Deceased last,
Alexander, Jr., USN, 123-45-6789.
 first, and middle name) (Branch of Service) (SSN)

I respectfully request and authorize the United States Navy to
 commit the remains at sea by dispersion of cre-
 (remains or cremains)
 mains from a naval vessel or aircraft or committal at sea of
 casketed remains from a naval vessel. The date of N/A
 (his
retirement is, or if a veteran, the dates of service
 or her)
 are N/A and the deceased was honorably discharged on
N/A. John died on 28 June 1986 at 123 Easy
 Full date) (First name) (Full date)
Street, Anywhere, USA. Cause of death as listed
 (Full address or location of death)
 on the certificate of death was drowning.
 (cause)

Catholic services are desired.
 (Catholic, Protestant, Jewish (Specify))
 Services at pier side are desired. As the next of
 (are or are not)
 kin, I will defray all expenses incurred in preparation of the
 metal casket and for delivery of remains to the
 (remains or cremains)
 port of embarkation.

This request is made with the understanding that the Navy will
 meet all requirements for committal at sea of intact remains.
 If, however, intact remains are accidentally recovered after
 proper committal, I understand that the Government cannot be
 held responsible if all published committal requirements have
 been met.

8-4a(2)

8-4b

S/SAM SMITH
(Signature of Witness)

S/JOHN A. DOE, Sr.
(Signature of Primary Next of Kin)
321 Fast Avenue
(Address)

S/SUE JONES
(Signature of Witness)

Anywhere, USA 12345
(Address)
901-555-5550
(Telephone Number)

1/ If deceased is a dependent, so indicate.

(2) A transit or interment permit issued by responsible civil authorities at the place of death or a certificate of cremation (paragraph 7-4 refers).

(3) A certified copy of the certificate of death. If death results from a communicable or contagious disease, it may be necessary to contact the State board of health relative to at sea disposition of such remains.

(4) A copy of this chapter 8.

(5) A statement from the OMA/NH servicing the area, certifying that remains are in a metal casket and that the casket and remains are properly prepared per this regulation.

b. The following 2 pages contain a sample letter for signature of the committal vessel's commanding officer (or if appropriate, the chaplain) describing the services. The letter will ultimately be forwarded to the PNOK.

8-4b

8-4b

Date: 11 July 1986

Mr. John A. Doe, Sr.
 (Title and name of PNOK)
321 East Avenue
 (Address)
Anywhere, USA 12345
 (Address)

Dear Mr. Doe :
 (Title and last name)

The remains of your son, John, Jr.
 (husband, son, father, etc.) (name)
HM3, were committed to the sea following your
 grade or rate) 1/
 request.

The remains were brought to the ship on 9 July
 (remains or cremains) (date)
1986 while in port at Norfolk, Virginia.
 (place of embarkation)

We departed at 0500 on 10 July 1986 to conduct train-
 (time) (date)
 ing exercises in preparation for our nation's commitment of
 freedom of the seas. Your son spent many years in
 (relationship)
 service to his country and it was a fitting choice that
 (his or her)
he be committed from the deck of a proud ship so
 (he or she)
 employed.

The burial at sea ceremonies took place on the ship's deck on
10 July 1986 at 1000 hours and, conforming to naval
 (date) (time)
 tradition, the ship was stopped, colors displayed at half
 mast, and the participating officers and crew were paraded in
 full dress uniform. The morning was cool with a
 (weather)

60 degree temperature and with slight winds and seas.
 (number)
 Under these favorable conditions, both the religious and
 military ceremonies were conducted with dignity and solemnity.
 The ship's executive officer, Emanuel Smithson,
 (officer's position) (name)

LCDR, U.S. Navy was the military commander of
 (grade) (service branch)

8-4c

8-5a

the ceremony. I, as commanding officer (or "Chaplain", if appropriate) conducted the religious ceremony and the committal. A seven person rifle squad with petty officer in charge, a flag bearer, the body bearers, and the 30 member honor platoon were all formed from the crew of the USS JOHN PAUL JONES. 2/
(name of ship)

Photographs of the ceremony were taken and are presented to you. Enclosed along with the flag used as a shroud prior to the committal, are 2/ a cartridge from each of the three volleys of the rifle salute, a tape recording of the service and ceremony, and a chart showing the location of the ship at the time of committal.

The officers and crew of the USS JOHN PAUL JONES are proud
(name of ship)
and honored in the privilege to participate. Please accept my personal warm regards and sincerest sympathy in your great loss.

Sincerely,

S/AARON A. AHAB
Captain, U.S. Navy
Commanding Officer

1/ Omit if deceased is a dependent.

2/ Omit any item not appropriate.

c. After disposition has been effected, documents will be appropriately endorsed by the commanding officer of the ship responsible for at sea disposition or by the commanding officer of the activity responsible for dispersion of cremains from an aircraft. These documents will then be forwarded to COMNAVMEDCOM (MED COM-332). Make an appropriate entry in the vessel's log regarding the receipt and forwarding of such papers, together with specific identifying data regarding them.

8-5. Preparation

a. Remains. To preclude odorous emissions emanating from the casket during any waiting period prior to committal, accomplishment of complete preservation is imperative. Remains to be committed should be in a state of preservation that will allow them to be stored for up to 30 days. Due to the nature of fleet operations at

8-5b

8-6b(1)(a)

the requested port of embarkation, remains occasionally must be held for long periods until a ship is scheduled to get underway.

b. Casket. The OMA/NH of the geographical area in which the port of embarkation is located will assure that casketed remains are in a metal casket and that the consignee funeral home at or near the port of embarkation has prepared the casket for committal as indicated below.

(1) Drill a minimum of 20, two-inch (5.0 cm) holes in the casket: 8 in the base; 4 in each lid for double lid caskets, or 8 in the lid of a single lid casket; and 2 in each end. Devise local methods through the use of porous materials, e.g., cloth, paper, cardboard, tape, etc., to preclude visibility of remains through drilled holes. See paragraph 8-6b(1)(a) concerning removal of this material.

(2) When appropriate, place weights in the foot end of the casket to assure rapid feet-first submersion. Such weighting may be necessary only in those instances when casket and remains together weigh less than 300 pounds (135.00 kg).

(3) Band the casket with a minimum of 5 durable fabric bands such as nylon, not less than 3/4 inch (1.875 cm) wide. Equally space the bands as follows: 2 bands placed around the head end and 2 bands around the foot end to prevent the divided lid from opening, and 1 band lengthwise around the top and base. Use discretion in placing additional bands as necessary.

(4) When remains are encased in an innerseal casket, remove or loosen the inner plate to permit free flow of sea water.

8-6. Committal

a. Three-Mile Limit. Conduct committal at sea of casketed remains outside the 3-mile (4.8 km) limit, off the continental shelf, and at a depth greater than 100 fathoms (600 feet) (185 m). Disposition at sea of cremains from a naval ship or aircraft will not be performed less than 3 miles (4.8 km) from the nearest land.

b. Services

(1) General

(a) Prior to actual committal of casketed remains, the committal vessel's commanding officer will remove the porous material used per paragraph 8-5b(1).

8-6b(1)(b)

8-6b(3)(b)

(b) Unless a specific request is made for committal in the urn of cremains, ashes will be dispersed into the sea and the urn (container) disposed of separately. Weighting of an urn, when committed to the sea, will be at the discretion of the OMA/NH representative.

(2) Aboard Ship

(a) Services aboard ship will be held per articles 1087-1094, U.S. Navy Regulations; MILPERSMAN 5830250, 5830300, or 5830350 as applicable; and NAVPERS 15555A, Naval Military Funerals.

(b) If practicable, photographs of the ceremony will be taken. Forward these photographs, along with a covering letter describing the services (paragraph 8-4b), to the CACO (if member died while on active duty); otherwise, forward them directly to the PNOK. Prepare and forward a similar letter and flag to either the parents' CACO or directly to the parents as appropriate, if they are not the PNOK. Furnish copies of letters to COMNAVMEDCOM (MEDCOM-332), and to the headquarters of the appropriate branch of service.

(c) If casketed remains do not sink upon impact with the water, the commanding officer will initiate action to retrieve the casket for additional weighting and drilling of additional holes prior to returning the casketed remains to the sea. ALL OTHER PROCEDURES TO SINK THE CASSET ARE INAPPROPRIATE.

(3) From Aircraft

(a) Accomplish private services or honors prior to forwarding of a request for dispersion of cremains at sea from an aircraft. Prior to consignment, the activity designated in paragraph 8-3b(4)(b) will appropriately coordinate arrangements with an activity capable of accomplishing disposition by this method.

(b) The OMA/NH servicing the geographical area in which committal services were held will assure that the PNOK is informed of the time and place (by grid coordinates) of dispersion. This will be accomplished by letter, accompanied by the committal flag, from either the commanding officer of the activity responsible for dispersion or from the OMA/NH servicing the area. Forward the letter and flag to the CACO for presentation to the PNOK. Prepare and forward a similar letter and flag to the CACO for the parents, if they are not the PNOK. Furnish copies of letters to COMNAVMEDCOM (MEDCOM-332) and to the headquarters of the appropriate branch of service. Following is a sample letter.

1/Use when photographs have been requested but are not available for presentation.

8-7. Completion of Burial. Upon completion of burial of a retired Navy member, the cognizant OMA/NH will send the following information via letter or naval message to COMNAVMILPERSCOM (N-122), Navy Department, Washington, DC 20370-5000 under report control symbol MED 5360-15:

- a. Deceased's full name.
- b. Grade or rate and branch of service.
- c. Social security number.
- d. Retirement date (if available).
- e. Date and place of death.
- f. Date of burial.

8-8. Individuals Not Entitled to Decedent Affairs Program Benefits. No authority exists for the direct expenditure of Government funds for materials or services in connection with committal at sea of casketed remains, or dispersion at sea of cremains of individuals not entitled to DAP benefits. However, when determined by higher authority as acceptable for at sea disposition, the procedures outlined in paragraphs 8-1 through 8-6 are applicable except that:

a. Prior to delivery to the port of embarkation, the PNOK must make all arrangements and be responsible for:

(1) Payment of transportation and delivery of remains or cremains and all required documents to the vessel or activity concerned.

(2) Payment to the mortuary for services rendered per paragraph 8-5.

b. If cremation is desired, it will be accomplished by and at the expense of the PNOK prior to forwarding of the request for at sea disposition.

c. The commanding officer of the naval vessel or the commanding officer of the activity responsible for dispersion from an aircraft will forward a letter description of the services directly to the PNOK.

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8-8e(2)

d. The Veterans Administration is responsible for providing a flag for eligible veterans. A PNOK may obtain a flag by filing an application at any Veterans Administration Regional Office.

e. Coordination required for inspection by the OMA/NH representative at the port of embarkation will be accomplished to ensure that:

(1) Remains are in a metal casket.

(2) Casket and remains have been prepared per paragraph

8-5.

Chapter 9 - Consignment, Notification, and Transportation

9-1. Consignment - Persons Authorized Transportation at Government Expense. Handle personnel authorized transportation in paragraph 2-3b as follows:

a. Within the 48 Contiguous United States. Consign remains as designated by the PNOK or other responsible authority to either:

(1) A funeral director.

(2) The director or superintendent of a national cemetery.

(3) The consignee designated by COMNAVMEDCOM (MEDCOM-332) for unclaimed remains.

(4) The consignee enumerated in paragraph 7-7 for cremains.

b. From Outside the 48 Contiguous United States to a U.S. POE. Consignment will be to an appropriate Navy, Army, or Air Force activity designated as the POE mortuary for such reprocessing (par. 6-10 refers), casketing (par. 6-9 refers), and further transportation as is necessary and authorized. When the PNOK resides in and expresses a desire for burial in one of the 48 contiguous United States, processing and transportation arrangements to the appropriate U.S. POE will be completed expeditiously. When the PNOK resides in the area where death occurred, disposition instructions will be obtained and forwarded by priority message to COMNAVMEDCOM. When the PNOK resides in the area of an overseas death and consignment has been designated by the PNOK to a point in the 48 contiguous United States, the PNOK's itinerary, address in U.S., and name and address of U.S. consignee will also be expeditiously provided to COMNAVMEDCOM. To accomplish the objectives of the DAP, remains will not be held pending receipt of information, but will be returned to the U.S. by first available appropriate transportation. The following activities are authorized to receive Navy and Marine Corps remains at POEs in the 48 contiguous United States.

(1) West Coast Port of Entry. U.S. Army Mortuary, Oakland, CA, in coordination with the Naval Medical Command, Northwest Region (Appendix W).

(2) East Coast Ports of Entry

(a) Naval Air Station, Norfolk, VA, in coordination with Naval Hospital, Portsmouth, VA.

9-1b(2)(b)

9-2a(1)(g)

(b) Dover Air Force Base, Delaware, in coordination with the Commanding Officer, Naval Hospital, Office of Medical Affairs (N-47), 17th Street and Pattison Avenue, Philadelphia, PA 19145-5199.

(c) Fort Hamilton, New York, in coordination with the Commanding Officer, Naval Hospital, Office of Medical Affairs (N-47), 17th Street and Pattison Ave., Philadelphia, PA 19145-5199.

(3) Other. Locations as designated.

9-2. Notification - Consignee, Primary and Secondary Next of Kin, and Casualty Assistance Calls Officer. The following activities will make notifications in the prescribed format to the activities, establishments, and persons indicated.

a. Activity Responsible for Transportation of Remains to U.S. POE. When beneficiaries eligible for DAP benefits die outside the 48 contiguous United States and their remains are to be transported to a U.S. POE, the following is applicable:

(1) Notification to Consignee. The activity responsible for transportation will provide the POE activity the details listed below by message. Items (i) through (n) will only be included if the PNOK is present at the place of death.

(a) Name of deceased, grade or rate, social security number, and branch of service.

(b) Date of birth.

(c) Method of transportation used. Provide mission and tail number on MAC aircraft and name and flight number of commercial aircraft.

(d) Date, time, and place of departure and estimated date and time of arrival at U.S. POE. Advise by separate message of delays encountered en route.

(e) Whether remains are considered viewable; if not, reason.

(f) Whether a uniform accompanies remains. If negative, indicate size and type required, including measurements of neck, chest, waist, sleeves and trouser length, and coat size.

(g) Documents to accompany remains and whether death due to contagious or communicable disease.

9-2a(1)(h)

9-2a(2)(e)

(h) Name, grade or rate, social security number, and branch of service of accompanying escort, or statement that no escort accompanies remains (escorts are not required to accompany remains aboard Military Airlift Command (MAC) aircraft inasmuch as the aircraft commander is considered the escort).

(i) PNOK's disposition instructions.

(j) Whether the PNOK will accompany the remains.

(k) Itinerary of PNOK and U.S. address and telephone number where PNOK may be contacted after arrival. If PNOK does not plan to return to the U.S., advise name, U.S. address, and relationship of designee arranging funeral and interment services.

(l) Name of father.

(m) Name of mother.

(n) In reimbursable situations, provide amount collected and items for which collection effected.

(o) Number or numbers on custom transfer case seals used (appendix E refers).

(2) Information Addressees. Make the following information addressees on the notification of consignee message and forward their copies electrically.

(a) Commander, Naval Military Personnel Command (COM NAVMILPERSCOM WASHINGTON DC) for Navy personnel, including dependents.

(b) Commandant of the Marine Corps (CMC WASHINGTON DC), for Marine Corps personnel, including dependents.

(c) The OMA/NH delineated in appendix F:

1. Servicing the geographical area of POE.

2. Servicing the geographical area in which burial is to be made, if known and different from that of the POE.

(d) Commander, Naval Medical Command (COMNAVMEDCOM WASHINGTON DC).

(e) Naval Civilian Personnel Command, NCPC O9C for Navy civilian personnel.

9-2a(2)(f)

9-2b(1)(a)3

(f) Commander, U.S. Army Military Personnel Center, Casualty and Memorial Affairs Operations Center, ATTN: DAPC-PDC-CD, Alexandria, VA 22331-0400 (CDRMILPERCEN ALEX VA //DAPC-PDC-CD//) if deceased was an Army member.

(g) Headquarters, Air Force Engineering and Services Center-DEHM, Tyndall Air Force Base, FL 32403-6001 (HQ AFESC TYNDALL AFB FL //DEHM//), if deceased was an Air Force member.

(h) If burial is planned in a national cemetery, the director or superintendent thereof.

(i) Military Sealift Command for civilian mariners.

(j) Other commands as appropriate.

b. Activity Responsible for Transportation of Remains in the 48 Contiguous United States. The activity responsible for transportation of remains, including the activities listed in paragraph 9-1b that are authorized to receive remains at U.S. POEs, will provide the details listed below to the activities, establishments, and persons enumerated and in the form indicated. Although information addressees are required to receive copies of messages, the actual messages delivered to the consignee and PNOK or SNOK will not show any information addressees. Instructions in paragraph 3-7d are also applicable to such messages.

(1) Remains Consigned to Funeral Home. When remains are consigned to a funeral home, the CACO and the consignee funeral director will be provided the following by telephone and by confirming message. The information provided to the PNOK by the CACO will be confirmed by telegram. After the confirming message has been provided to the PNOK, only the CACO for the PNOK, after coordinating with the activity arranging transportation, may provide transportation information to the PNOK and other interested family members.

(a) Information Required

1. Name of deceased, grade or rate, social security number, and branch of service.

2. Method of transportation used and whether Government Transportation Request (GTR) provided to obtain transportation.

3. Date, time, and place of departure, scheduled time of arrival and identification number of common carrier.

9-2b(1)(a)4

9-2b(1)(b)7

4. Whether death due to contagious or communicable disease.

5. Name, grade or rate, and branch of service of accompanying escort, or statement that no escort accompanies remains (see par. 10-2b(1)).

6. Address of the OMA/NH to whom the receiving funeral director is to send itemized bills for transportation of remains from the airport to the funeral home and from the funeral home to the church and cemetery.

7. Any other facts which the funeral director or PNOK should be advised, i.e., oversize casket required, air tray used, etc.

(b) Information Addressees. Make the following information addressees on messages concerning remains consigned to a funeral home and forward their copies electrically. Information addressees will not furnish transportation information to inquiring family members. Refer such inquiries to the CACO for the PNOK inasmuch as this CACO has sole responsibility for furnishing such information to the PNOK and other family members.

1. Commander, Naval Military Personnel Command (COMNAVMILPERSCOM), for Navy members.

2. Commandant of the Marine Corps (CMC), for Marine Corps members.

3. OMA/NH (appendix F) servicing the geographical area in which death occurred if death was within the 48 contiguous United States.

4. OMA/NH servicing the geographical area in which burial is intended if within the 48 contiguous United States and different from par. 3 above.

5. Secondary casualty assistance calls officer (CACO for the SNOK).

6. Director of the Marine Corps district in which burial is intended for Marine Corps members when place of burial is within the 48 contiguous United States.

7. Commander, Naval Medical Command (COMNAVMED COM).

9-2b(1)(b)8

9-2b(2)(a)3

8. Naval Civilian Personnel Command, NCPC O9C for:

a. Civilian employees of the Navy and Marine Corps.

b. DOD civilian employees when the Navy is host and supporting activity.

c. Military Sealift Command (MSC) personnel.

9. Commander, U.S. Army Military Personnel Center, Casualty and Memorial Affairs Operations Center, ATTN: DAPC-PDC-CD, Alexandria, VA 22331-0400 if deceased was an Army member.

10. Headquarters, Air Force Engineering and Services Center-DEHM, Tyndall Air Force Base, FL 32403-6001 if the deceased was an Air Force member.

11. Military Sealift Command for civilian mariners.

12. Other commands as appropriate.

(2) Remains Consigned to a National Cemetery. Provide the information specified in paragraph 9-2b to the CACO and to the PNOK when remains are consigned to the director or superintendent of a national cemetery. (The information in paragraph 9-2b(1), relative to the furnishing of transportation information to the PNOK and family members, is also applicable for remains consigned to a national cemetery.) Information will be provided in the form indicated and copies supplied to the information addressees enumerated. Additionally, provide the following information to the director or superintendent of the national cemetery to which the remains have been consigned.

(a) Information Required

1. Name of deceased, grade or rate, social security number, and branch of service.

2. Date, time, and place of departure, scheduled time of arrival of remains, and identification number of the common carrier.

3. Date and time interment is desired (par. 12-7 refers).

9-2b(2)(a)4

9-3a(1)

4. Name and relationship of PNOK.

5. Whether PNOK will attend funeral and total number of persons who may attend.

6. Time of PNOK's arrival; address and telephone number where PNOK may be contacted after arrival.

7. If PNOK does not plan to attend funeral, name of PNOK's representative attending and address and telephone number where such individual may be reached after arrival.

(b) Information Addressees. Make the following activities information addressees on messages to the director or superintendent.

1. Commander, Naval Military Personnel Command (COMNAVMILPERSCOM), for Navy members.

2. Commandant of the Marine Corps (CMC), for Marine Corps members.

3. The OMA/NH (appendix F) servicing the geographical area in which burial is to be made.

4. Commander, Naval Medical Command (COMNAVMED COM).

5. The CAC/FHS program coordinator (appendix R) providing the CACO for the PNOK.

6. CACO for PNOK and, if assigned, CACO for SNOK.

9-3. Transportation

a. General

(1) Within and Outside the Contiguous United States. Transportation will be provided to the destination selected by the PNOK, subject to routing limitations. Additionally, subject to limitations specified in subparagraph 9-3a(2), transportation will be provided as expeditiously as possible, by whatever method or combination of methods best meet the requirements. Such transportation as is authorized will be provided in coordination with local carrier personnel to assure that advance reservation times are confirmed for remains and escort as appropriate. Consider special desires of the PNOK, including release of remains or cremains to

9-3a(2)

9-3a(5)

the PNOK for such transportation as the PNOK might desire to provide.

(2) Government Air. Except as provided under subparagraph 9-3d, Government air transportation is not authorized from one point in the 48 contiguous United States to another point in the 48 contiguous United States. Any proposed deviations from this rule must be approved by CNO OP-414.

(3) Government Transportation Requests. Use a Government Transportation Request (GTR) to obtain commercial air or rail transportation for remains. A separate GTR will be issued for an escort accompanying remains. See subparagraph 9-3d for transportation of cremains.

(4) Dependents. When transportation is authorized for dependents enumerated in paragraphs 2-3b(3)(a) and (b), the following items will be included in transportation costs:

(a) Removal of remains from place of death or from location of release to a funeral home for preparation or to a crematory, and subsequent delivery to a local cemetery or common carrier terminal.

(b) Commercial air, rail, funeral coach, or other appropriate transportation.

(c) Outer receptacle, casket cover, air tray, or similar container for protection of the casket in transit.

(d) When remains are transported to another locality for burial, cost of transfer from the terminal at destination to a national cemetery, or to a receiving funeral home, thence to a local cemetery or crematory.

(5) Retirees. Whenever a military retired member dies on or after 15 February 1984 while properly admitted under chapter 55, title 10 United States Code, to a medical facility of the Armed Forces located in the United States, such member's remains may be transported at the request of the PNOK to the place of burial, or the cost of such transportation may be paid. Transportation (at Government expense) may not be made to a place further from the place of death than the decedent's last permanent residence nor to a place outside the United States (for the purpose of providing this transportation, the term "United States" includes the Commonwealth of Puerto Rico and the territories and possessions of the United States). If the decedent qualifies for transportation by

9-3a(5)(a)

9-3b

the Veterans Administration under chapter 23, title 38, United States Code, or by the military services under sections 1481 and 1482 of title 10, United States Code, those programs take precedence. To effect reimbursement or payment, submit the following documents to the appropriate OMA/NH listed in appendix F.

(a) Death certificate.

(b) Statement signed by an official of the respective military medical facility to which the decedent was properly admitted at time of death. This statement will be prepared on hospital stationery and will include date and time of admission and date of death.

(c) When the PNOK arranges transportation and is seeking reimbursement, in addition to documents in (a) and (b), also submit a completed DD 1375 with receipted bills for transportation costs paid.

(6) Reimbursable Basis. Certain U.S. citizens may be provided services, supplies, and Government transportation to a U.S. POE on a reimbursable basis (see paragraph 2-3b). Costs incurred will be collected from the sponsor by the overseas preparing command and credited to COMNAVMEDCOM's open allotment (see chapter 11). When transportation via military aircraft is requested for U.S. citizens indicated in paragraph 2-3b(7)(a), the Department of State representative in that overseas location will forward such request to the Department of State, Washington, DC. Should approval be given at the Washington level, the Department of State will forward such request and approval to the Secretary of Defense for consideration consistent with OPNAVINST 4630.25B (NOTAL). Further transportation at Government expense from U.S. POE to another destination is not authorized.

(7) Chargeable to Other Uniformed Services. Expenses incurred in transportation of remains at the request of another uniformed service may be paid citing the appropriate fund citation provided by the uniformed service requesting arrangements (appendix K refers).

b. Within the 48 Contiguous United States. Commanding officers of activities at locations of deaths in the 48 contiguous United States, or at POEs for deaths occurring outside the 48 contiguous United States, are responsible for selection of the most expeditious method or combination of methods of transportation described below which are available. When necessary to supplement air or rail transportation by funeral coach, make arrangements with

9-3b(1)

9-3b(2)(e)

the selected funeral director, or with the director or superintendent of the national cemetery or naval cemetery or plot to which the remains are consigned. Instruct the funeral director or superintendent to send the bill for transportation to the OMA/NH servicing the geographical area in which burial is made. With a transit permit, casketed remains may be transported by the following methods.

(1) Commercial Air

(a) The use of charter air taxi service may be authorized in coordination with COMNAVMEDCOM (MEDCOM-332) under provisions of paragraph 304010, NAVSUP Publication 444, when commercial air is not available to destination, and the use of funeral vehicle or rail transportation would cause an undue delay in arrival at destination. Commercial air may be supplemented by either funeral vehicle or rail.

(b) Escorts will accompany remains from point of origin to destination. Refer to paragraph 10-7 for duties and responsibilities of escorts and paragraph 11-5 concerning accounting data for Temporary Additional Duty (TAD) orders.

(c) When remains are transported via commercial air within the 48 United States, an outer shipping container (commercial air carrier approved air tray or equivalent) is authorized (rental or purchase) at Government expense, as required.

(2) Funeral Coach. A funeral coach or other suitable closed vehicle provided by a funeral director may be used under the following circumstances.

(a) For transfer of remains from the place of preparation to another local funeral home for local burial, or to a local cemetery, or to a common carrier terminal.

(b) If common carrier services are not available.

(c) If common carrier services are available but the cost for funeral coach service is not in excess of the cost of common carrier service.

(d) For the remaining portion of transportation when common carrier service is available only part of the way to destination designated by the PNOK.

(e) As a continuation of common carrier service when remains are consigned directly to a national cemetery or to a naval

9--3b(2)(f)

9-3c(2)

cemetery or plot, and the cemetery cannot provide transportation from the terminal to the cemetery.

(f) From the common carrier terminal at destination to the funeral establishment and delivery to a local cemetery or crematory.

(g) When requested by the PNOK, and the PNOK defrays any cost in excess of the cost of the method which would have been used by the Government.

(h) When the use of common carrier service involves an extended layover en route, and funeral coach transportation would expedite arrival of the remains at final destination.

(3) Rail Transportation

(a) Rail transportation (except rail as freight) is authorized from point of origin to destination, or as part of a combination of methods used in expeditious return of eligible deceased personnel to their PNOK.

(b) Transportation of remains by rail should not be used when vehicular transfer is required at a junction point not covered by carrier tariffs, unless an alternate through service is not available; or unless an escort accompanies the remains; or the naval service arranges for, or provides the vehicular transfer.

c. Outside the 48 Contiguous United States

(1) Government Air. Government air transportation (Military Airlift Command or Navy) using Transportation Control Number Designator (TCND) is authorized to transport remains (TAC Nr. N663 is applicable):

(a) Between two points outside the 48 contiguous United States.

(b) From a point outside the 48 contiguous United States to a U.S. POE.

(c) From a U.S. POE to a point outside the 48 contiguous United States.

(2) Commercial Air. When U.S. Government transportation is not available, or its use would not be practical or would cause undue delay, the use of commercial air is authorized. An escort will accompany remains of uniformed service members in transit via commercial air (par. 10-2b refers).

9-3d

9-3f(1)(a)1

d. Transportation of Cremains

(1) Active Duty Military. Inurned ashes of active duty military personnel, in an appropriate outer receptacle, will be hand carried by an escort using commercial air, rail, funeral coach, or other appropriate vehicle. Organizational air transportation, on a space-required basis, may be used when preceding methods are not available. In the latter instance, military and civilian special escorts selected by the PNOK are eligible to travel via military air as outlined in OPNAVINST 4630.25B (NOTAL). Priority for boarding of such escorts should immediately follow those active duty personnel in an emergency leave category. Message information concerning estimated time of departure (ETD) and estimated time of arrival (ETA) is required (see par. 9-2b).

(2) All Others. Inurned ashes of other than active duty military personnel will be forwarded by registered mail or other means whereby tracer action may be initiated in the event of delayed delivery at destination.

e. Indirect Routing With Stopover En Route. A PNOK or SNOK originated request for a stopover for funeral services or any other legitimate reason may be allowed, provided responsible PNOK agrees to defray all expenses incurred at the stopover point, including the cost of transfer of remains from and return to the commercial carrier terminal. A period not in excess of 72 hours may be allowed at the stopover point. The escort will accompany remains from the point of origin to the stopover point thence to the place of interment (par. 10-8 refers). Limit approval of such requests, with COMNAVMEDCOM's concurrence, to the 50 United States and its possessions. Even though at least two funeral homes may provide services in this instance, reimbursement will be limited to the amount authorized by paragraph 11-2c.

f. Special Transportation Requirements

(1) General

(a) All activities will comply strictly with local laws, ordinances, and common carrier regulations covering the preparation and transportation of remains and cremains.

1. When municipalities, such as San Diego, CA, have statutory provisions authorizing the local coroner to remove all remains from the place of death and keep such remains until released to the person or activity responsible for interment, charges (not to exceed \$100 for the coroner of San Diego, CA) are payable under the provisions of this instruction.

9-3f(1)(a)2

9-3f(3)(a)

2. When remains are delivered to a common carrier terminal or Government air terminal where transportation charges are payable, the person delivering remains will ensure accuracy of total weight of casketed remains and assure that the transportation document is annotated accordingly.

(b) When the PNOK arranges authorized transportation of remains, reimbursement is authorized in an amount not greater than that which would have been incurred in the use of common carrier transportation (pars. 11-2 and 11-3 refer). Costs incurred in transportation to common carrier terminal at point of origin, and from destination terminal to a funeral home thence to place of local interment, as applicable, should be included in computing amounts to be reimbursed.

(2) Deaths From Contagious or Communicable Diseases. In all localities, the same diseases are not always classified as communicable or contagious after embalming. Consult with civil health authorities to determine transportation requirements if there are any doubts. Remains of persons who died as a result of a communicable or contagious disease will be:

(a) Prepared per local requirements.

(b) Placed in a casket per paragraph 6-8a when the deceased is being provided transportation only within the 48 contiguous United States.

(c) Placed in a transfer case for transportation to the United States from an overseas area, provided the remains are embalmed and wrapped per paragraph 6-8c and the transfer case is marked per paragraph 6-8a.

(3) Disinterred Remains

(a) Entitled to Decedent Affairs Program Benefits. Remains of persons entitled to DAP benefits at time of death may be disinterred and transported at Government expense, when it was necessary to make temporary interment, without the consent of the PNOK. If interment was made per the wishes of the PNOK, subsequent disinterment and transportation expenses will not be borne by the Government. Disinterred remains will be enclosed per local board of health regulations. (A transfer case may be substituted for the casket in transporting disinterred remains from outside the 48 contiguous United States to a U.S. POE.) Special permission of health authorities must be obtained before remains may be disinterred or transported to another locality.

9-3f(3)(b)

9-3f(5)

(b) Dependents. When disposition of remains of dependents are made per instructions of the PNOK, subsequent disinterment or transportation of disinterred remains is not authorized at Government expense and the sponsor should be so advised.

(4) Forms, Certificates, and Permits. The following forms, certificates, and permits will be provided and, when appropriate, will accompany remains being transported.

(a) Outside the 48 Contiguous United States

1. When remains are prepared outside the 48 contiguous United States, three copies of DD 2064, Certificate of Death (Overseas), and two copies of the DD 565, Statement of Recognition of Deceased, and all other required identification documents, will accompany remains transferred to any other activity.

2. When remains are prepared within the 48 contiguous United States and transportation to a point outside the 48 contiguous United States is contemplated, a transit-burial permit will be obtained from local health department officials, designating the destination selected by the PNOK.

(b) Within the 48 Contiguous United States

1. Three certified copies of a civilian death certificate when remains are transported from a point in the 48 contiguous United States to a point outside the 48 contiguous United States.

2. Original and two copies of DD 2063, Record of Preparation and Disposition of Remains (Within CONUS).

3. Original and one copy of the two Statements of Recognition of Deceased, (DD 565) from two different individuals.

4. A transit burial permit obtained from local health department officials for movement of remains within the 48 contiguous United States, designating the destination selected by the PNOK.

5. Any clearance for transportation documents required per subparagraph 9-3f(5) below.

(5) Clearances for Transportation Outside the 48 Contiguous United States. When persons eligible for DAP benefits are consigned to a destination outside the 48 contiguous United States,

9-3f(6)

9-3g(3)

the port of embarkation activity responsible for transportation will contact the nearest consul of the country concerned to ascertain the requirements for entry, and ensure that all requirements are met prior to arranging transportation of remains. Consular fees are chargeable to DAP funds.

(6) Reimbursement of PNOK for Privately Arranged Transportation for Deceased Dependents. Actual transportation costs, in an amount not to exceed what it would have cost the Government, are reimbursable to the PNOK. A DD 1375 (appendix G refers), with enclosures, i.e., certificate of death, statement of dependency, and receipted invoices will be submitted to the OMA/NH servicing the geographical area where the expenses were incurred.

g. Case, Transfer, Aluminum, Human Remains, Hermetically Sealed (NSN 9930-00-823-9805)

(1) Purpose. The primary purposes of the Case, Transfer, Aluminum, Human Remains, referred to as "transfer case", are:

(a) Returning remains from overseas areas to U.S. POEs. (Transfer cases will not be shipped beyond the U.S. POE.)

(b) Transfer of remains from one overseas military command to another overseas military command.

(2) Maintenance

(a) Ports of Entry and Overseas Using Activities. Military activities at POEs and overseas using activities are jointly responsible for inspection and repair of minor damages occurring during transit. Replacement parts are catalogued under FSC 9930, Memorials, Cemeterial and Mortuary Equipment. A minimum stock level of those parts should be maintained by naval activities engaged in the transportation of remains and by activities using the cases.

(b) Port of Entry. The military activity at the POE will assure that each transfer case is thoroughly cleaned upon removal of remains. Follow standard contagious or communicable disease cleaning techniques and methods, as appropriate.

(3) Supply. Order required transfer cases through normal supply channels from the Defense General Supply Center, ATTN: DGSC-OIBC, Richmond, VA 23297-5000, Autovon 695-4269. Cost of transfer cases is payable from command Operation and Maintenance (O&MN) funds. (See appendix C.)

9-3g(4)

9-3g(5)

(4) Control. Ships and stations will devise and maintain a numbered identity system of units initially assigned and on hand. Stencil this number and the following on each transfer case "Return to (unit name)".

(5) Returning. Military activities at POEs are responsible for initiating return of transfer cases to activities originating shipments.

Chapter 10 - Escorts

10-1. General. As a mark of respect and an indication of the naval service's desire to be of help to the PNOK and SNOK, escorts will be provided, per this chapter, to accompany remains and hand-carry cremains of deceased members to assure prompt and safe delivery. Only one escort for each deceased individual is authorized using Decedent Affairs Program funding; however, more than one may be assigned if not used concurrently. Individuals for whom escorts may be authorized are specified in paragraph 2-3b. Adhere to Joint Travel Regulations, Joint Federal Travel Regulations, and Navy Travel Instructions in providing transportation for escorts. Chapter 9 of this instruction contains additional guidance.

a. First Class Air Travel. Under normal circumstances, round-trip coach class accommodations are authorized for escorts. Routine use of first class air travel for escorts is not authorized. When coach class accommodations are not available and a delay in delivery of remains would affect prior commitments, authorization for one-way first class air travel may be requested from COMNAVMED COM (MEDCOM-332) via the telephone numbers listed in paragraph 4-3a. Before calling to request the use of first class air travel, be prepared to provide MEDCOM-332 with the following:

- (1) Name, grade or rate, and social security number of escort.
- (2) Position title of escort.
- (3) Dates of travel (itinerary).
- (4) Additional cost of first class fare over coach class fare.
- (5) Name, grade or rate, and social security number of decedent.

b. Transportation Arrangements. In coordination with the appropriate personnel support detachment (PSD) office, arrangements for furnishing escorts are a responsibility of the activity arranging transportation of remains or cremains. Coordination with the last duty station of the deceased is encouraged. A Government Transportation Request (GTR) (separate from the one issued for the remains) will be issued for transportation of the escort. The GTR will provide for transportation required in accompanying remains and for return to place designated in orders, usually the escort's last duty station.

10-1c

10-2b(1)(c)

c. Supplemental Transportation. The use of bus or taxi (the most economical) for required supplemental transportation at destination is authorized. The use of a rental car requires prior approval of COMNAVMEDCOM (MEDCOM-332).

d. Availability of Escorts. Availability for escort duty of active duty members is determined by the proposed escort's commanding officer.

e. Resolution of Problems. Problems encountered by Navy escorts that cannot be resolved by the responsible command should be referred to the appropriate OMA/NH (in the U.S.) or the responsible area commander outside the U.S. All problems encountered by Marine Corps members as escorts will be referred to the Commandant of the Marine Corps.

f. Floral Tribute. Floral tributes purchased by escorts are not chargeable to DAP funds. However, temporary additional duty (TAD) orders issued to escorts of Marine Corps deceased personnel may contain instructions concerning purchase of a floral tribute and a location where invoices are to be sent.

10-2. Use of Escorts

a. Within the 50 United States. When remains or cremains of uniformed services personnel are transported within the 50 United States, detail an escort or special escort (paragraph 10-4 refers) to accompany them to the final destination. Escorts will hand-carry cremains (par. 7-5b refers).

b. Outside the 50 United States

(1) Except as follows, commands may not assign an individual to accompany remains while outside the 50 United States without COMNAVMEDCOM's (MEDCOM-332) concurrence.

(a) When remains are transported by Military Airlift Command (MAC) aircraft, custody of remains is delegated to the aircraft commander. In such instances, only special escorts are authorized per paragraph 10-4.

(b) When transportation of remains of naval personnel is provided by commercial air to or from a point in the 50 United States or between two overseas locations, assign an escort to accompany remains to their destination.

(c) When remains of naval members are consigned to an overseas location from within the 50 United States, assign an

10-2b(1)(c)1

10-2b(2)(c)

escort to accompany remains from the location of preparation to a U.S. port of debarkation (paragraphs 9-1b(1) and (2) refer).

1. U.S. port personnel will arrange transportation of remains (and escort, as required) to the overseas POE using MAC aircraft to the maximum extent. Make arrangements with an armed services mortuary officer, armed services representative, or other U.S. Government representative at the overseas location to receive remains and aid in local transportation arrangements to final destination. When MAC transportation is used, request that the above named representative furnish aid in assignment of an escort at the overseas POE when a special escort is not assigned to remains transported aboard MAC aircraft. If known beforehand that an escort cannot be assigned at the overseas port, assign one at the port of debarkation to accompany remains to their final destination.

2. When transportation by MAC aircraft may incur an undue delay in delivery of remains, commercial carrier transportation (par. 9-3c(2) refers) may be used and an escort must always accompany such remains to final destination.

(2) In deaths of members assigned to overseas areas, the member's parent command will appoint an escort to accompany remains to a U.S. POE only after receipt of instructions from COMNAVMEDCOM (MEDCOM-332) as provided by the PNOK. Inasmuch as the PNOK may desire a special escort and the DAP cannot fund for concurrent use of more than one escort:

(a) Parent commands desiring to furnish a command representative to accompany remains to a U.S. POE will fund for the representative's round trip transportation, and

(b) Escorts are not needed to accompany remains from the point of debarkation overseas to a U.S. POE when remains are transported by MAC aircraft (paragraph 10-2b(1)(a) refers).

(c) Upon arrival of such an escort at a U.S. POE mortuary, a decision will be made as to whether he or she will be permitted to escort remains to final destination. Base this decision on the PNOK's desires concerning a special escort and on the ability of the individual sent by the overseas command to meet standards of military appearance and bearing required of a military escort. Escorts from overseas commands who fail to meet these criteria will be returned to the originating command at the expense of the originating command. If an escort is permitted to proceed, travel in the United States is chargeable to DAP funds.

10-3

10-4b(1)(d)

10-3. Eligibility for Escort Duty. Escorts may be detailed from any of the following categories of persons, subject to limitations set forth in paragraph 10-5.

a. Members of the Naval Service. Any member of the naval service on active duty is eligible for escort duty. Naval members who volunteer are also acceptable (par. 10-5 refers).

b. Civilians. If desired by the PNOK, a specifically named civilian may be detailed (with the individual's consent) to accompany remains under circumstances described in paragraph 10-4. Issue a letter of invitation, as set forth in paragraph 10-4c, to consenting civilian escorts.

c. Retired or Inactive Military Personnel. Any member in a retired or inactive status is eligible to act in a civilian escort (special escort) status as indicated in paragraph 10-4.

d. Special Escorts. As outlined in paragraph 10-4.

10-4. Special Escorts. A special escort is any one person, civilian or military (including a relative), specifically requested by the PNOK.

a. Command Approval. When remains are in the 48 contiguous United States, the command arranging transportation of remains may approve requests for special escorts when the requested escort is also in the 48 contiguous United States and the deceased is to be buried in the 48 contiguous United States.

b. COMNAVMEDCOM Approval

(1) Refer requests for special escorts to COMNAVMEDCOM (MEDCOM-332) when:

(a) The requested escort is in or outside the 48 contiguous United States and remains are outside the 48 contiguous United States.

(b) The requested escort is outside the 48 contiguous United States and the remains are located within the 48 contiguous United States.

(c) The use of a rental car is necessary at destination.

(d) First class air travel is necessary (see paragraph 10-1a).

10-4b(2)

10-4c

(2) Escorts who accompany remains from overseas locations without approval of COMNAVMEDCOM (MEDCOM-332) may travel only at the expense of the command authorizing travel except as provided in paragraph 10-2b(2).

c. Letter of Invitation. The following format, modified as appropriate, may be used in drafting a letter of invitation to a prospective civilian escort per this instruction; Navy Travel Instructions, chapter 6, part C; and Joint Travel Regulations:

25 June 1986

Mrs. Mary F. Doe
1219 Toledo Boulevard
Clarksville, TN 37413

Dear Mrs. Doe:

You are requested to proceed to Naval Hospital,
Oakland, California on 2 July 1986 and report to Build-
ing 65 for the purpose of escorting the remains of your son,
John A. Doe to Forest Lawn Funeral Home, Clarksville, TN.

Round trip transportation will be provided at Government expense. In addition, a per diem allowance of \$50 a day is payable for the period covering your (current rate) travel time and a stopover (stopover or stopovers, as applicable) at Clysdale, TN not in excess of 72 hours is authorized.

The Personnel Support Detachment (PSD) office Naval Air Station, Hamilton, TN (insert appropriate activity) is authorized and directed to furnish necessary round trip transportation request.

The use of bus or taxi cab (the most economical) for required supplemental transportation is also authorized. If the expenditure of personal funds is required for such transportation and receipts are obtained, you may file a claim with the Disbursing Officer, Naval Air Station, (insert appropriate activity) Hamilton, TN who will also advise you relative to its submission.

10-4d

10-7a(1)

Expenses incurred in connection with your assignment as escort are chargeable to Decedent Affairs Program funds.

Sincerely,

S/HERMAN L. PLANN

HERMAN L. PLANN, CAPT, MSC, USN

d. Army or Air Force Members. An active duty member of the Army or Air Force may be detailed as a special escort, subject to the criteria outlined in paragraphs 10-2, 10-3, and 10-4, when requested by the PNOK and provided the escort is determined available by the member's commanding officer. When death occurs in one of the 50 United States and the desired Army or Air Force escort is also stationed within the 50 United States, direct contact with the desired escort's organizational commander is authorized. When death occurs in an overseas area, or if the desired escort is stationed in an overseas area, such requests should be referred to COMNAVMEDCOM (MEDCOM-332) for coordination. Transportation, per diem, and miscellaneous expenses are payable by Navy, except when the individual is also under permanent change of station (PCS) orders.

10-5. Selection of Escort. Unless a special escort is requested by the PNOK, the escort assigned should be of the same branch of service as the deceased member and should have the same status as the deceased member; i.e., an officer for an officer, an enlisted member for an enlisted member, a Medical Corps officer for a Medical Corps officer, etc. Except for special escorts or an escort who is a close personal friend of the deceased, each escort's grade or rate should be at least equal to that of the deceased member. Wherever practicable, the escort should be a friend from the same unit as the deceased member, and preferably of the same religious faith. A naval escort may however, be requested from another nearby command.

10-6. Naval Members as Escorts for Army or Air Force Members. Transportation of naval escorts for deceased Army or Air Force members, except those rare instances of PCS travel while acting as escort, is chargeable to funds of the service requesting the escort (appendix K refers).

10-7. Duties and Responsibilities

a. Naval Escorts

(1) General. Services of a special and personal nature are required of naval escorts inasmuch as they are representatives

10-7a(1)(a)

10-7a(2)(c)

of the naval service. Before allowing an escort to assume responsibilities, fully explain the duties of an escort. Assure that the proposed escort understands what is required and where to seek help.

(a) Instructing an escort is the responsibility of the command arranging transportation of remains. The Manual for Escorts of Deceased Naval Personnel, NAVPERS 15955F, should be of help in the performance of this function.

(b) Specifically direct each escort to:

1. Place a collect call to the consignor in any situation in which the escort has need for further instructions.

2. Place a call to the consignee as soon as a change in the scheduled arrival at destination becomes evident. Escorts will pay for such calls and claim reimbursement on their travel voucher. Do not call collect.

3. Contact the CACO if help is required in arranging lodging and local transportation in the immediate area in which interment will take place. The CACO's name and telephone number should be provided to the escort.

(2) Specific Responsibilities

(a) Uniform. The command providing the escort will ensure that the escort has sufficient and proper uniforms for the entire period of escort duties. Specifically instruct the escort to be in uniform at all times. Information concerning the appropriate uniform may be obtained from the command arranging transportation of remains.

(b) Funds. Escorts are responsible for ensuring that they have sufficient funds to defray anticipated subsistence and miscellaneous expenses during their temporary duty as escort. An advance of funds is authorized for military personnel; however, there is no authority to advance funds to civilians serving as special escorts.

(c) Transportation. Escorts will accompany remains at all times from the point of departure to the point of delivery, normally from the funeral home or POE to the final destination funeral home. While remains are in a transportation status, accompanying escorts will:

10-7a(2)(c)1

10-7a(2)(d)

1. Stay with remains while they are at the common carrier terminal at point of origin to ensure that the remains are in a safe area, under cover, and out of public view. After remains are placed in a secured area, escorts are not required to physically stay with the remains in the secure area when remains are delivered to the terminal in advance of actual departure time.

2. Ensure that all planned transportation arrangements are carried out, including witnessing the loading of remains per schedules provided by airline or rail authorities.

3. Be especially attentive to the transfer of remains from one carrier to another. Notify the consignor and consignee of all changes in transportation arrangements which affect the time or method of delivery. Report to the carrier agent any damage to the casket or outer case that is observed at a transfer point or at destination terminal. Obtain a statement concerning the damage and liability from the carrier agent.

4. Proceed to the section receiving remains prior to their release to the funeral director upon arrival at the common carrier terminal at final destination or at an authorized stopover point. Drape a flag over the shipping container or casket lengthwise with the union (cluster of stars) at the head over the left shoulder of the deceased. If a commercial air tray is used, appropriately drape the flag over the casket after removal of the air tray since commercial air trays are not transported to the funeral home or cemetery.

5. Remove the flag draping the casket after arrival at the designated funeral establishment. Any flag not needed for presentation to the PNOK or SNOK should be returned to the consignor.

(d) Contact With Receiving Funeral Director. Upon arrival at the designated funeral establishment, the escort will furnish to the funeral director all information and documents that have been provided by the consignor command, and will cooperate with the funeral director to the fullest extent, consistent with the duties of an escort. Appendix T is a sample of a letter report, supplied by the shipping consignor command to the escort, to be presented to the receiving funeral director. The letter may be countersigned by the escort after its completion by the receiving funeral director, noting the condition of remains and casket upon arrival. Submit this letter report with the escort's report, MED 5360-14, required in subparagraph 10-7a(2)(f).

10-7a(2)(e)

10-7b

(e) Contact With Primary Next of Kin

1. Escorts will express appropriate condolences to the PNOK and ascertain whether the PNOK desires the escort's presence at the funeral. If desired by the PNOK, the escort will attend the funeral services and be of such help as prudence dictates, assuring however, that no unwanted intrusion is made upon the PNOK's privacy. If the PNOK indicates that the escort's presence at the funeral is not desired, the escort will follow procedures indicated in paragraph 10-11.

2. Refer the PNOK's questions concerning circumstances of death, cause of death, return of personal effects, and entitlement to other benefits to the CACO for the PNOK.

3. Escorts for Navy members will hand-carry DD 1375, Request for Payment of Funeral and/or Interment Expenses (appendix G), to the PNOK. If the PNOK is inaccessible for completing and signing the claim, the PNOK's CACO may be requested to assume this responsibility at a more appropriate time. DD 1375 is included in the CACO packet mailed by CMC (MHP-10) to the PNOK of deceased Marine Corps members.

4. Due to the time required in adjudicating and paying claims (approximately 30 days), it should be explained to the PNOK that the claim may be made payable to the funeral home. Explain that it should be completed at the earliest convenient time and mailed, with a copy of the funeral home invoice, to the activity indicated on the form or to the OMA/NH servicing the area in which interment is made (appendix F).

(f) Escort's Report. Upon reporting back to either the shipping command or to the parent organization, each naval escort will prepare a MED 5360-14, Escort of Deceased Naval Personnel, concerning the duties performed. If there were no unusual or controversial occurrences, the escort's countersignature on the receiving funeral director's letter report (required in paragraph 10-7a(2)(d) and shown in appendix T) will fulfill the requirements of a MED 5360-14.

b. Special Escorts. Duties of special escorts vary depending upon the status of the individual selected as escort. Army and Air Force members serving as special escorts will perform the same functions outlined in paragraph 10-7a for naval escorts. Generally, duties of other special escorts will be limited to necessary transportation arrangements. When a relative of the deceased acts as special escort, the relative should be relieved of details to the maximum extent possible.

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10-11

10-8. Stopover Timea. At Destination

(1) General. After arrival of remains at destination, the escort is allowed a stopover of up to 72 hours for the purpose of attending funeral services if desired by the PNOK. Upon request of the PNOK, escorts may request an extension if the funeral services are not held within the allotted 72 hour period.

(2) Requests for Extension. If a naval activity was responsible for or made arrangements for preparation and shipment, requests for an extension from Navy members will be addressed to the commanding officer of that activity for coordination with the member's commanding officer and the appropriate PSD office. If an Army or Air Force activity was responsible for necessary arrangements, Navy escorts will request approval from the OMA/NH (appendix F) servicing the area in which the Army or Air Force activity is located. Marine Corps escorts will request approval from their commanding officer regardless of what activity arranged preparation or shipment.

b. At a Stopover Point En Route. If a stopover for funeral services en route to final destination is authorized per paragraph 9-3e, the escort is allowed a stopover time not in excess of 72 hours at the stopover point in addition to the stopover time authorized in paragraph 10-8a. In stopovers for viewing, funeral services, cremation, committal or dispersion of cremains at sea, or other disposition, escort duties will continue until remains or cremains are delivered to the designated receiving facility or individual.

10-9. Lodging. In some areas, service oriented lodging facilities are available for the use of escorts, e.g., in the Washington, DC area, the Soldiers, Sailors, Marines, and Airmen's Club, 1015 L Street, N.W., Washington, DC 20001. Escorts should be advised to consult USO or Travelers Aid information offices upon arrival at the destination, if such aid is desired. An assigned CACO may also be of help in this regard.

10-10. Travel Expenses. Civilian or military escorts for deceased military members are entitled to the same transportation and subsistence expenses allowed for travel of military personnel on temporary duty.

10-11. Completion of Escort Duties. Upon completion of funeral services, escort responsibilities end except for filing of the

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10-11

report required in paragraph 10-7a(2)(f), if appropriate. Military personnel will make arrangements for immediate return to duty as directed in the travel orders, unless a delay, to count as annual leave, has been authorized. Per diem allowances are not payable for any period of annual leave.