



DEPARTMENT OF THE NAVY
Naval Medical Command
Washington, DC 20372-5120
and
Headquarters, U.S. Marine Corps
Washington, DC 20380-0001

IN REPLY REFER TO

NAVMEDCOMINST 5360.1
MEDCOM-33
MARCORPS MHP-10
17 Sep 87

NAVMEDCOM INSTRUCTION 5360.1

From: Commander, Naval Medical Command
Commandant of the Marine Corps
To: All Ships and Stations
Subj: DECEDENT AFFAIRS MANUAL

1. Purpose. To carry out the Department of the Navy's Decedent Affairs Program (DAP). This instruction is a complete revision and should be read in its entirety. Symbols denoting deleted, revised, or added paragraphs are not reflected.

2. Cancellation. BUMED Instructions 5360.1D and 5360.21C.

3. Scope. The provisions of this instruction are applicable during peacetime, in times of war, and in support of major military operations. In a war or major military operation, the Current Death program will continue until the area commander determines that the Graves Registration (GR) program must be started. When GR becomes necessary, the procedures in FMFM 4-8 (NOTAL), Handling of Deceased Personnel in Theaters of Operations, are applicable to all naval forces. Additionally, this instruction:

a. Enumerates persons entitled to or eligible for one or more of the benefits of the Decedent Affairs Program.

b. Prescribes the extent and conditions under which benefits may be provided such persons.

c. Sets forth limitations on payments and reimbursements authorized for such benefits.

4. Action

a. Ensure that all appropriate personnel under your cognizance are made aware of the contents of this instruction, including appendices A through W, assuring that:

(1) Remains of all deceased personnel for whom the Department of the Navy is responsible are furnished required and authorized services in keeping with the highest standards and traditions of the Navy and Marine Corps.

(2) Surviving relatives are accorded the consideration and sympathy due them.

b. Use the provisions of this instruction in conjunction with the Manual of the Medical Department (MANMED), U.S. Marine Corps manuals, Naval Military Personnel Manual (MILPERSMAN), Navy Regulations, Joint Travel Regulations (JTR), Joint Federal Travel Regulations (JFTR), and other applicable directives pertaining to casualty reporting, casualty notification, casualty assistance calls programs, travel to burial sites, and burial honors. The objectives of the programs in this instructions are to assure:

(1) Immediate recovery and identification of deceased personnel.

(2) High standards of and uniformity in services provided.

(3) Minimum elapsed time between death and delivery of remains or cremains to the primary next of kin (PNOK).

(4) Prompt notification to the PNOK and secondary next of kin (SNOK) concerning matters applicable to the Decedent Affairs Program.

5. Records Disposition

a. When 2 years old or when purpose is served, whichever is earlier, destroy accumulated routine day-to-day general DAP records not pertaining to a specific case.

b. Apply appropriate item under SSIC 5360 of SECNAVINST 5212.5C to DAP policy records and records pertaining to specific cases.

6. Reports. In keeping with administrative workload reduction efforts, the reporting requirements listed below have been reviewed and are found to be current. These reports have been approved by the Chief of Naval Operations for 3 years from the date of this instruction.

<u>Symbol</u>	<u>Title</u>	<u>Requiring Paragraph(s)</u>
MED 5360-1	Report of Burial in Navy Cemeteries or Plots	13-3
MED 5360-3	Report of Dispositions and Expenditures - Remains of Dead	11-7 15-5a & b

<u>Symbol</u>	<u>Title</u>	<u>Requiring Paragraph(s)</u>
MED 5360-4 (MIN:CONSIDERED)	Unidentified or Group Remains	4-12a 16-1
MED 5360-5 (MIN:CONSIDERED)	Subsequent Recovery of Partial Remains	4-13
MED 5360-6 (MIN:CONSIDERED)	Search, Recovery, and Identification Operations Progress	4-15
MED 5360-10	Interment Allowance Review Data	2-2c(3)(q)
MED 5360-11 (MIN:CONSIDERED)	Decedent Affairs Death Report	3-3
MED 5360-13 (MIN:CONSIDERED)	Disaster Involving Other Service Dead	4-4
MED 5360-14	Escort of Deceased Naval Personnel	10-7a(2)(f)

7. Forms. Forms are available from the sources listed below:

a. The following forms are available from COG 1I stock points of the Navy Supply System and can be ordered per NAVSUP P-2002:

<u>Form No.</u>	<u>Title</u>	<u>Stock No.</u>
DD 565	Statement of Recognition (Rev. 8-84)	0102-LF-000-5650
DD 890	Record of Identification Processing - Effects and Physical Data (Rev. 1-58)	0102-LF-008-7920
DD 892	Record of Identification Processing - Skeletal Chart (Rev. 2-56)	0102-LF-008-7940
DD 893	Record of Identification Processing - Anatomical Chart (Rev. 2-56)	0102-LF-008-7950
DD 894	Record of Identification Processing - Fingerprint Chart (Rev. 2-56)	0102-LF-008-7960

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<u>Form No.</u>	<u>Title</u>	<u>Stock No.</u>
DD 1149	Requisition and Invoice/Shipping Document (Rev. 3-59)	0102-LF-011-1801
DD 1155	Order for Supplies or Services/Request for Quotation (Rev. 9-82)	0102-LF-011-3103
DD 1351-2	Travel Voucher or Subvoucher (Rev. 6-78)	0102-LF-013-2703
DD 1375	Request for Payment of Funeral and/or Interment Expenses (Rev. 4-87)	0102-LF-013-5302
DD 1384	Transportation Control and Movement Document (Rev. 4-66)	0102-LF-013-5700
DD 1387-2	Special Handling Data Certification (Rev. 6-86)	0102-LF-001-3877
DD 2064	Certificate of Death (Overseas) (Rev. 4-77)	0102-LF-002-0640

b. The following forms are available from the sources indicated:

<u>Form No.</u>	<u>Title</u>	<u>Source</u>
AF Form 507	Agreement for Interment (Rev. 8-76)	COMNAVMEDCOM (MED COM-332)
DA 2386-R	Agreement for Interment (Rev. 6-82)	Same as above.
DD 891	Record of Identification Processing - Dental Chart (Rev. 2-56)	Same as above.
DD 2062	Record of Preparation and Disposition of Remains (Outside CONUS) (Rev. 4-84)	Same as above.
DD 2063	Record of Preparation and Disposition of Remains (Within CONUS) (Rev. 4-87)	Same as above.

<u>Form No.</u>	<u>Title</u>	<u>Source</u>
DD 2065	Disposition of Remains - Reim- bursable Basis (Rev. 4-87)	COMNAVMEDCOM (MED COM-332)
VA Form 40-1330	Application for Standard Government Headstone or Marker (Rev. 7-80)	Director, Monument Services, Veterans Administration, Washington, DC 20420
VA Form 21-8834	Application for Reimburse- ment of Headstone or Marker Expenses (Rev. 2-79)	Same as above.

c. The following forms are available from the Federal Supply System through normal supply procurement procedures:

<u>Form No.</u>	<u>Title</u>	<u>National Stock No.</u>
SF 88	Report of Medical Examination (Rev. 10-75)	7540-00-634-4038 (8 X 10 1/2) or 7540-00-753-4570 (8 X 21)
SF 603	Dental Health Record (Rev. 10-75)	7540-00-634-4179
SF 603A	Dental Health Record (Continuation) (Rev. 10-75)	7540-00-577-5881


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RECORD OF CHANGES

DECEDENT AFFAIRS MANUAL

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Chapter 1 - Decedent Affairs Program

1-1. General. The Decedent Affairs Program (DAP) provides for search, recovery, identification, care, and disposition of remains of deceased persons for whom the Department of the Navy is responsible.

1-2. Departmental Responsibilities. The Secretary of the Navy has delegated administrative responsibilities as follows: "The Chief, Bureau of Medicine and Surgery, under the command of the Chief of Naval Operations, is responsible, in conjunction with the Commandant of the Marine Corps as to matters pertaining to Marine Corps personnel, for the formulation and promulgation of policies, standards, procedures, and training material pertinent to the Decedent Affairs Program." Due to restructuring, this delegation of administrative responsibilities is vested in the Commander, Naval Medical Command (COMNAVMEDCOM).

1-3. Programs. In carrying out the responsibilities delegated in paragraph 1-2, the following programs have been established. These five programs may coexist.

a. Current Death Program. This program provides professional mortuary services, supplies, and related services incident to care and disposition of remains of persons eligible for these services by specific statute. Under this program, remains are shipped to a place designated by the primary next of kin for permanent disposition and the decedent's personal effects are shipped to the legal recipient. Although not a part of the Current Death Program, round-trip transportation to the burial site is authorized for family members of deceased active duty members under a program administered by CMC and COMNAVMILPERSCOM as outlined in paragraph 16-6b. The Current Death program is operational on a worldwide basis during peacetime and will continue outside areas of conflict during major military operations. It may also continue in areas of conflict depending on the logistical and tactical situation.

b. Graves Registration Program. The Graves Registration Program (GR or GRREG) provides for the search, recovery, evacuation (to a temporary cemetery or a mortuary), initial identification, disposition of personal effects found with each deceased, and burial of eligible deceased persons in temporary cemeteries. This program is only operational when authorized by the responsible commander during major military operations. When necessary, GR includes the establishment and maintenance of temporary burial sites. Operational details incident to graves registration procedures are contained in Marine Corps publication FMFM 4-8 (NOTAL), Handling of Deceased Personnel in Theaters of Operations.

c. Concurrent Return Program

(1) This program, a combination of the Current Death Program and Graves Registration Program, may be activated during emergencies or major military operations when conditions and capabilities permit. It begins with the initial phase of the Graves Registration Program that provides for search, recovery, and evacuation of remains to a processing point. It ends with the Current Death Program that provides for identification and preparation of remains in a mortuary (central identification laboratory) and shipment, for permanent disposition, to final destination as directed by the PNOK. The Concurrent Return Program may be phased into either the Current Death Program or Graves Registration Program as the situation dictates.

(2) Remains buried in temporary cemeteries (under the Graves Registration Program or in emergencies) may be disinterred and evacuated under the Concurrent Return Program if conditions and capabilities permit.

d. Return of Remains Program. The Return of Remains Program can only be activated upon enactment of special legislation. This program provides for permanent disposition of remains of those persons buried in temporary cemeteries who could not be evacuated under the Concurrent Return Program. The special legislation could authorize the establishment of one or more permanent American cemeteries in the overseas area thereby giving the PNOK the option of having the remains buried therein or shipped to another place of the PNOK's choosing. Within Navy, the Commander, Naval Medical Command (COMNAVMEDCOM) will advise field activities of the activation of a Return of Remains Program.

e. Casualty Assistance Calls Programs

(1) General. Although Casualty Assistance Calls Programs (CACP) of the Navy and Marine Corps are not identified as part of the DAP, they are integrally related. Per NAVMILPERSCOMINST 1770.1 (NOTAL), Casualty Assistance Calls Program (CACP) Manual, the casualty assistance calls officer (CACO) helps the PNOK and SNOK with problems surrounding the death and provides information on such matters as:

- (a) Disposition of remains.
- (b) Death gratuity and unpaid pay and allowances.
- (c) Personal effects of deceased.

1-3e(1)(d)

1-3e(3)

(d) Settlement of decedent's estate (wills, bank accounts, property, savings bonds, commercial insurance, etc.).

(e) Servicemen's Group Life Insurance (SGLI).

(f) Applications for Veterans Administration (VA) survivors benefits, dependency and indemnity compensation or pension, social security benefits, etc.

(g) Shipment of household items.

(h) Travel of dependents to grave site and to permanent residence.

(i) Medical care.

(j) Exchange and commissary privileges.

(k) Employment and education.

(l) Application for Government headstone.

(m) Any other reasonable requests made by the PNOK and SNOK.

(2) Navy. The Commander, Naval Military Personnel Command (COMNAVMILPERSCOM) administers the Navy CACP, acting for the Chief of Naval Personnel. Operational control has been delegated to Casualty Assistance Calls and Funeral Honors Support (CAC/FHS) program coordinators listed in appendix R. The CAC/FHS program coordinator for the areas within which the PNOK and SNOK reside designates an active duty commissioned officer or a well qualified senior enlisted member to act as the CACO. This help is provided through personal contact: the first PNOK call being made within 24 hours of death when the PNOK may well need help on such matters as military honors and memorial services in connection with the funeral. Disposition of remains instructions are obtained and provided, by message, to the appropriate command and COMNAVMEDCOM. Guidance for the CACO is in NAVMILPERSCOMINST 1770.1 (NOTAL), Casualty Assistance Calls Program (CACP) Manual. Reports of contact (Symbol NAVPERS 1770-1) are submitted to COMNAVMILPERSCOM.

(3) Marine Corps. As outlined in MARCORCASPROCMAN (MCO P3040.4) (NOTAL), the Commandant of the Marine Corps (CMC) administers the Marine Corps CACP. Following receipt of information that a Marine Corps member has died, and after personal PNOK notification, the CMC originates a letter to the PNOK concerning the various benefits that may be available and offering the aid of a

1-4

1-4c(1)(c)2c

casualty assistance calls officer (CACO) in these matters. Appropriate documents and application forms are provided by the CMC to the CACO. CACOs aid the PNOK, if desired, in the proper completion of all forms. CACOs submit a final report on casualty assistance to CMC.

1-4. Definitions

a. The 48 Contiguous United States. This term, in any form, includes the District of Columbia.

b. Port of Entry (POE). An activity designated to receive, reprocess, and arrange for transportation of remains originating in an overseas location (paragraph 9-1b refers) and to receive remains from naval activities in the 48 contiguous United States that are destined for an overseas location (paragraph 9-3c(1)(c) refers).

c. Primary Next of Kin (PNOK)

(1) Person most closely related to the decedent in the following order, who also has been determined to be entitled to direct disposition (MILPERSMAN 4210100 refers).

(a) Legal Spouse.

(b) Eldest child over age of majority.

(c) Father or mother.

1. The father if the parents are married at the time of disposition.

2. If the parents are separated or divorced, use discretion in deciding which parent should direct disposition, taking into consideration:

a. Identity of the parent who had custody of the deceased member at time of member's entry into the service.

b. Relevant information provided in enlistment papers and in member's Dependency Application/Record of Emergency Data (NAVPERS 1070/602) or Record of Emergency Data (DD 93).

c. Guidance from the senior medical officer or COMNAVMEDCOM (MEDCOM-332), if a decision cannot be made based upon the above factors.

1-4c(1)(d)

1-4d(1)(b)1

(d) Eldest brother or sister.

(e) Other blood relatives.

(2) For remains of prisoners of war or personnel missing in action for lengthy periods, flexibility is provided in determining the proper individual to direct disposition. Whenever possible, accept the family's selection of its representative to determine disposition. When a family is unable to agree, the disposition decision may be made by the available interested party highest in the following order of priority. This individual may waive that right in favor of the next interested party in the order of priority:

(a) The unremarried surviving spouse. The term surviving spouse does not include one who obtained a divorce from the decedent (at any time).

(b) Natural and adopted children (by age). The age of majority is 18 years. The rights of minor children will be exercised by their surviving parent or legal guardian.

(c) Parents.

(d) The remarried surviving spouse. The term remarried surviving spouse does not include one who obtained a divorce from the decedent (at any time) or who remarried before a finding of death per 37 United States Code (U.S.C.) 555.

(e) Other blood relatives by degree of sanguinity.

(f) A person standing in loco parentis to the decedent. If none of the above persons is available, the Secretary of the Military Department concerned may be deemed to have such standing.

d. Dependents

(1) Dependents of members of the uniformed services include:

(a) A spouse.

(b) Unmarried legitimate or illegitimate children, stepchildren, and adopted children:

1. Under 21 years of age. (When both parents are military members, the child will be considered the dependent of the parent having custody.)

1-4d(1)(b)2

1-4d(2)(b)2

2. Over 21 years of age:

a. Incapable of self support due to a mental or physical incapacity and in fact dependent on the member for over one-half of their support, or

b. Attains the age of 21 while overseas accompanying the member sponsor.

3. Over 21 years of age but has not passed the 23rd birthday, and is:

a. In fact dependent on the member for over one-half of their support, or

b. A full-time student in an approved institute of higher learning, carrying a class load of a minimum of 12 semester credit hours or equivalent.

(c) Fathers and mothers of members if in fact dependent on the member for over one-half of their support and have been designated as dependents of the member in the member's service record. The term father or mother includes a stepparent or parent by adoption, and any other person, including a former stepparent, who has stood in loco parentis to the member for a continuous period of not less than 5 years during the minority of the member. A stepparent-stepchild relationship is deemed terminated by divorce of the stepparent and blood parent. However, such a relationship does not terminate upon the death of the blood parent.

(d) A parent-in-law of the member provided he or she is dependent on the member for over one-half of his or her support, resides with the member, and has been designated a dependent of the member in the member's service record.

(2) Dependents of civilian employees may include:

(a) A spouse.

(b) Unmarried legitimate or illegitimate children, stepchildren, adopted children, grandchildren, legal minor wards, and children in legal guardianship:

1. Under 21 years of age.

2. Over 21 years of age and incapable of self-support due to a mental or physical incapacity and in fact dependent on the employee for over one-half of their support.

1-4d(2)(c)

1-4j

(c) Fathers and mothers of employees if in fact dependent on the employee for at least 51 percent of their support, or resides with the employee, and have been provided travel at Government expense to the employee's place of employment. The term father and mother includes legally adoptive parents or stepparents who have stood in loco parentis to the employee at any time for a continuous period of not less than 5 years during the minority of the employee. Stepparent-stepchild relationships are terminated by divorce of the stepparent and blood parent. However, such relationships do not terminate upon the death of the blood parent.

(d) Brothers and sisters, including step and legally adoptive brothers and sisters. Generally, this category must be dependent on the sponsoring civilian employee for at least 51 percent of their support.

(e) A parent-in-law of the employee provided he or she is dependent on the employee for over one-half of his or her support, resides with the employee, and has been provided transportation at Government expense to the employee's place of employment.

e. Primary Expenses. Expenses incurred in connection with recovery, preparation, and encasement of remains, including but not limited to expenses incurred for recovery; removal; embalming; casket; shipping container; cremation; urn; clothing; and delivery of remains to a common-carrier terminal.

f. Secondary Expenses. Expenses incurred in connection with the funeral and burial of remains, including but not limited to those incurred for transportation (local) of relatives to the cemetery, single gravesite, vault, funeral director's services, clergyman's services, opening and closing grave, floral tribute, and obituary notices.

g. Memorial Services Expenses. Expenses incurred in connection with memorial services when remains of deceased naval members are nonrecovered.

h. MIN:CONSIDERED. Minimize Considered. A term used in connection with the release of naval messages to be transmitted by electrical means.

i. Cremains. The ashes of a cremated human body.

j. Secondary Next of Kin (SNOK). Unless otherwise designated in the deceased individual's records, the person in paragraph 1-4c (1) most closely related to the decedent after the PNOK. It should be noted that not everyone has an SNOK.

1-5

1-5a(2)(b)

1-5. Field Records. Each facility involved will maintain a record pertaining to the death and disposition of remains of each individual whose death occurs within its jurisdiction. When remains are removed from an overseas jurisdiction for care, the POE activity receiving remains and effecting reprocessing will maintain records concerning date and time functions are performed. Any documents not required to be forwarded to the Naval Medical Command will only be disposed of following SECNAVINST 5212.5C.

a. Prepare a DD 2063, Record of Preparation and Disposition of Remains (appendix P), in each instance of death occurring within the 48 contiguous United States in which the decedent affairs officer (DAO) or designee obtains supplies and services on a contractual basis in coordination with the contract mortician, including one-time contracts.

(1) Submit copy 1 of DD 2063 on naval personnel to COMNAV MEDCOM (MEDCOM-332) as soon as possible after remains have been transported to destination. Submit documents listed below with the DD 2063. (Report control symbol MED 5360-3 applies. Also see paragraph 11-7.)

(a) Documentation of the methods used to establish identification and DD 565, Statement of Recognition of Deceased, from two individuals. When received from civil authorities for care by Navy, identity of remains should be confirmed prior to processing and return to PNOK. Forward identification and processing documents in the transfer case with remains to POEs.

(b) A signed statement of condition of remains upon arrival at consignee (funeral home).

(c) If the PNOK desires the Navy to arrange cremation, copy of signed request from the PNOK and copy of crematorium document.

(2) Copy 1 of DD 2063 completed by naval authorities for Army or Air Force personnel, accompanied by documents indicated in paragraphs 1-5a(1)(a), (b), and (c) when available, will be distributed as follows:

(a) For Army personnel: Commander, U.S. Army Military Personnel Center, Casualty and Memorial Affairs Operations Center, ATTN: DAPC-PDC-CD, Alexandria, VA 22331-0400.

(b) For Air Force personnel: Headquarters, Air Force Engineering and Services Center-DEHM, Tyndall Air Force Base, FL 32403-6001.

1-5a(3)

1-5d

(3) When the deceased member's family makes all arrangements for care and disposition of remains, a DD 2063 will not be completed (paragraph 5-4 refers).

b. The armed services mortician responsible for preparation of remains will prepare a DD 2062, Record of Preparation and Disposition of Remains (Outside CONUS) (appendix O refers). When remains are prepared on a reimbursable basis, complete items 31, 32, and 34a and b. In the box entitled "Report Number" in the heading, insert a consecutively numbered identifier for each remains processed, i.e., beginning with the first remains processed each calendar year, 1-87, 2-87, 3-87, etc. Forward identification and processing documents in the transfer case with remains to POEs. The POE embalmer or contract funeral director will complete the reverse of the form and make distribution of copies 1 through 5 as indicated in the lower right hand corner on the face of the form. (Report control symbol MED 5360-3 applies. Also see paragraph 11-7.)

c. Prepare a DD 2065, Disposition of Remains - Reimbursable Basis (appendix Q refers), for remains of dependents of active duty members, dependents of civilians paid from appropriated funds, and for other individuals authorized to receive services on a reimbursable basis. Check options I, II, or III concerning arrangements desired by PNOK in the disposition of remains. Distribute copies as indicated in the heading. (Also see paragraph 11-6c.)

d. When a sponsor (entitled to burial in a military cemetery) desires interment of a dependent in a military cemetery under the jurisdiction of the Army, the mortician responsible for remains processing will prepare an agreement for interment form, such as DA 2386-R, Agreement for Interment (appendix I). (AF Form 507, Agreement for Interment, is also acceptable.)

Chapter 2 - Current Death Program

2-1. General. The Current Death Program provides for the following specific functions:

- a. Search for, recovery, and identification of remains.
- b. COMNAVMEDCOM notification of all deaths of Navy and Marine Corps personnel (per NAVMILPERSCOM (BUPERS) directives and MARCOR CASPROC Manual, as appropriate), and on deaths of other uniformed services and non-uniformed service personnel occurring aboard naval ships, naval installations, or in an overseas area over which the Navy or Marine Corps has jurisdiction.
- c. Notification (chapter 3 refers) to the PNOK and SNOK of deaths of personnel enumerated in paragraph 2-lb.
- d. Collection and temporary retention of personal effects necessary for proper identification of remains. Instructions for final disposition of personal effects are set forth in directives of NAVMILPERSCOM, CMC, and Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM).
- e. Preparation, casketing, and inspection of remains. This includes provision of clothing, insignia, and other required items.
- f. Transportation of remains.
- g. Escort - In coordination with the appropriate Pay/Personnel Administrative Support System (PASS) office or responsible Marine Corps unit, arrangements for and instructions to escort.
- h. Provision of U.S. flags (paragraph 5-5h and appendix C refer).
- i. Cremation - Includes the following when required (appendix J, part I, clause 8.1 refers):
 - (1) Transportation.
 - (2) Urn.
 - (3) Engraving of urn.
 - (4) Outer container.
- j. Interment - Either in a national, other Federal Government, or civilian cemetery, as authorized.

2-1k

2-2a(7)

k. Provision of Government furnished grave marker.

l. Payment of DAP expenses in amounts authorized.

m. For nonrecovered remains of naval personnel (paragraph 11-2 c(2) refers):

(1) Payment for or reimbursement of memorial service expenses.

(2) Memorial flag, plot, and marker.

n. Although not a part of the Current Death Program, round-trip transportation to the burial site may be authorized for family members of deceased active duty members under a program administered by the Commandant of the Marine Corps (CMC) and COMNAVMILPERS COM as outlined in paragraph 16-6b.

2-2. Responsibilities

a. The Commander, Naval Medical Command. In conjunction with the Commandant of the Marine Corps when appropriate, the Commander, Naval Medical Command, under the command of the Chief of Naval Operations, is responsible for:

(1) Formulation and promulgation of directives on policies, standards, and procedures.

(2) Budgeting for and providing funds necessary to defray authorized Decedent Affairs Program expenses, monitoring such expenditures through examination of paid vouchers, and adjudication of contested claims.

(3) Coordination of arrangements with other agencies of the Government.

(4) Liaison with the civilian mortuary profession and industry.

(5) Coordination required in the recruitment and selection of morticians (NEC-8496) for mortuaries under naval cognizance.

(6) Ensuring compliance with DAP policies and procedures.

(7) Visits to U.S. POEs and U.S. and overseas activities with DAP responsibilities. Providing appropriate help and support to these activities in the proper disposition of remains and related functions.

2-2a(8)

2-2b(1)

(8) Providing:

(a) Instructions to the appropriate office of medical affairs/naval hospital (OMA/NH) (appendix F) concerning adjudication of DAP claims and accumulation of data necessary for submission of a report to COMNAVMEDCOM, per paragraph 2-2c(3)(q), concerning adequacy of interment allowances.

(b) The Department of the Army with a biennial report (Symbol DD-M(AR)894) concerning the Navy's recommendation on the adequacy of interment allowances (DOD Directive 1344.8 of 25 Sep 1978 (NOTAL) refers).

(9) Coordinating with commanding officers in the establishment, disestablishment, or consolidation of overseas Navy mortuaries as required.

(10) Representing the Navy in the development of uniform annual contracts for the procurement of mortuary services.

(11) Supervision of DAP functions performed in naval medical facilities.

(12) Training in decedent affairs procedures.

(13) Evaluation of the effectiveness of the DAP.

(14) Development of and approval of changes in mortuary equipment and supplies.

(15) Serving as the Navy representative on the Armed Services Graves Registration Office (ASGRO). Aiding the Chief, ASGRO in resolution of problem situations and maintenance of appropriate records of missing and deceased personnel.

(16) Maintenance and disposition of records received by message, letter, and telephone concerning deceased Navy, Marine Corps, and other personnel entitled to DAP benefits. These records document the care, transportation, cost, disposition instructions, and special requests of the PNOK and other interested parties.

b. The Commandant of the Marine Corps (CMC). In conjunction with the Commander, Naval Medical Command, the CMC is responsible for:

(1) Formulation and promulgation of directives on policies, standards, and procedures involving Marine Corps personnel.

2-2b(2)

2-2c(3)(a)

(2) Coordination of arrangements with other agencies of the Government on matters involving Marine Corps personnel.

(3) Supervision, through designated commanders, of the DAP functions performed in Marine Corps activities.

(4) Contributing information for consideration in the evaluation of the current-death phase of the DAP.

(5) Administration of the Marine Corps Casualty Assistance Calls Program (CACP), encompassing, casualty reporting, casualty notification, and administration of the program that provides for travel of Marine Corps family members to burial sites (paragraph 16-6b).

c. Coordination

(1) Chief of Naval Operations. CNO has concurred in the delegation of responsibility for continued coordination in accomplishment of functions concerning one-time contracts; at sea disposition of eligible decedents, using naval vessels or naval aircraft; and necessary arrangements through the CAC/FHS program for personal notifications (paragraph 1-3e refers).

(2) Commander, Naval Military Personnel Command. The COM NAVMILPERSCOM has responsibility for administration of the Navy Casualty Assistance Calls Program (CACP) as published in NAVMILPERS COMINST 1770.1. That program encompasses casualty reporting, casualty notification, and administration of the program that provides for travel of Navy family members to burial sites.

(3) Offices of Medical Affairs/Naval Hospitals with OMA Responsibilities. The appropriate OMA/NH delineated in appendix F is responsible for administration and coordination of DAP functions within its respective area of responsibility. However, when a death occurs at or within 40 miles of a naval medical treatment facility, or at a Marine Corps activity normally commanded by a general officer and at which an annual care of deceased contract is not in effect, that activity has the responsibility for coordination and awarding a one-time contract for preparation of the remains. The appropriate OMA/NH delineated in appendix F retains responsibility for actual administration and other functions. In connection with program responsibilities in this instruction, each OMA/NH listed in appendix F is responsible for:

(a) Formulation and promulgation of necessary directives.

2-2c(3)(b)

2-2c(3)(m)

(b) Coordination of arrangements with other agencies of the Government and civil authorities.

(c) Liaison with the mortuary profession and industry.

(d) Administration of the procurement of annual contracts for care of deceased personnel (see paragraph 5-2a).

(e) Initiation and supervision of special operations necessary to recover and identify remains (see chapter 4).

(f) Determination of responsibility for necessary actions relative to DAP matters.

(g) Arrangements for the performance of appropriate decedent affairs functions when remains are not in the custody of a naval activity with an annual contract for care of deceased personnel.

(h) Providing aid to other activities in performance of assigned duties.

(i) Providing requested aid to other OMAs/NHs.

(j) Assuring that actions taken are in conformity with legal requirements of the State or local jurisdiction.

(k) Development of emergency plans for use in event of a disaster.

(l) Adjudication and payment of certain DAP expenses. This includes only:

1. Primary expenses when a one-time contract is used. (See paragraph 2-2d(2)(1) concerning adjudication of primary expenses incurred through use of annual contracts.)

2. Secondary (burial) allowances when interment is made within the geographical area of responsibility of the OMA/NH.

3. Memorial allowance claims of PNOKs residing within the geographical area of responsibility of the OMA/NH.

4. Necessary transportation expenses for remains.

(m) Inspections and investigations as required.

2-2c(3)(n)

2-2d(2)(b)

(n) DAP coordination with other nonnaval medical command activities within the activity's geographical area of responsibility.

(o) Reviewing reports addressed to COMNAVMEDCOM or CMC to evaluate the program and provide proper program supervision.

(p) Coordination of at sea dispositions (chapter 8 refers).

(q) Compiling data, preparing, and submitting MED 5360-10, Interment Allowance Review Data, to COMNAVMEDCOM (MEDCOM-332). COMNAVMEDCOM requires this report by 30 October each year.

1. Compile data from funeral bills that are voluntarily attached to the DD 1375, Request for Payment of Funeral and/or Interment Expenses, submitted by persons who have directed disposition of remains.

2. Prepare a letter report in the format of appendix V citing as many funeral bills as have been voluntarily submitted during the preceding year. Complete each applicable column of appendix V for bills received that show a separate cost for the items listed.

3. Negative reports are required.

d. Naval Activities With Annual Care of the Dead Contracts

(1) Activities Included. Included in this category are naval medical facilities, all other naval activities with annual contracts for care of deceased personnel, and activities authorized by COMNAVMEDCOM, through OMAs/NHs, to use annual contracts of the Army or Air Force.

(2) Specific Responsibilities

(a) Procurement of annual contracts for care of deceased personnel. Obtain per existing procurement instructions, provided the anticipated workload (based on past experience and knowledge of future operations) justifies the time and expense of contracting.

(b) Appointment of a decedent affairs officer (DAO). The DAO is usually a member of the Medical Service Corps or, at those facilities using an enlisted member as the patient administration officer, the leading chief petty officer. The assignment

2-2d(2)(b)1

2-2d(2)(h)

is collateral duty at smaller activities; however if there is a need, the assignment may be as primary duty. In either situation, the appointment must be made by letter, a copy of which must be provided to COMNAVMEDCOM (MEDCOM-332) and kept up-to-date as changes occur. At activities that have an appointed DAO, the DAO is personally responsible for:

1. Initial notification to the Commander, Naval Military Personnel Command (COMNAVMILPERSCOM) or Commandant of the Marine Corps (CMC) of death of individuals under the cognizance of the DAO's command. The headquarters command is thus in a position to appoint casualty assistance calls officers (CACO) to effect the earliest possible PNOK and SNOK notification.

2. Notifications to the CACO for the PNOK of changes in the scheduled transportation of remains. The CACO is the only individual authorized to interact with the PNOK on transportation matters (paragraph 9-2b(1) refers).

3. Inspection of all remains processed under the DAO's cognizance. The DAO will personally accomplish this function without redelegation. Delegating subordinates to accomplish this function has resulted in less than optimal results. When morticians are assigned to the staff, their technical assistance may be used by the DAO in assessing the contract mortician's successful accomplishment of the requirements of this function. DD 2062 and DD 2063 contain a checklist of inspection items. Forward a legible, signed copy to COMNAVMEDCOM (MEDCOM-332) as soon as practical after completion of an inspection. This enables headquarters to adequately monitor and identify inspection discrepancies and contract mortuary service problems, and to initiate changes when required.

(c) Search for, recovery, and identification of remains.

(d) COMNAVMEDCOM notification of death when required as a decedent affairs matter.

(e) Collection and temporary retention of personal effects to collaborate in scientific identification of remains.

(f) Preparation and casketing remains.

(g) Cremation.

(h) Transportation of remains.

2-2d(2)(i)

2-2e(3)(c)

(i) In coordination with the appropriate Pay/Personnel Administrative Support System (PASS) office or responsible Marine Corps unit, arrangements for and instruction of escorts.

(j) Provision of U.S. flag(s).

(k) Interment.

(l) Adjudication of decedent affairs expense claims for services rendered in connection with the annual contract for care of deceased personnel.

e. All Other Naval Commands

(1) General. The commanding officers of all other naval activities are expected to take such action as is appropriate for the preservation of remains, pending receipt of instructions from the appropriate OMA/NH delineated in appendix F.

(2) Decedent Affairs Officer. The commanding officer (CO) will appoint a DAO per paragraph 2-2d(2)(b) to be personally responsible for functions listed in paragraphs 2-2d(2)(b)1 through 3. An additional function of the DAO is to ensure proper preparation, casketing, and disposition of remains in areas not provided care under a contract. This involves negotiation of a one-time contract (paragraph 5-3 refers) for embalming, dressing, casket (must be 18 gauge Silvertone metal sealer, paragraph 6-9 refers), shipping container, and transportation of remains.

(3) Specific Responsibilities. Items (a) through (g) may be accomplished without further specific approval of higher authority. However in each instance, items (h) through (m) require higher authority approval, normally the OMA/NH servicing the respective geographical area.

(a) Search for, recovery, and identification of remains.

(b) Temporary preservation and protection of remains pending receipt of disposition instructions from the OMA/NH or the activity designated by the OMA/NH if no contract facility is available.

(c) COMNAVMEDCOM notification of death when required as a decedent affairs matter.

2-2e(3)(d)

2-2f(2)(b)

(d) PNOK/SNOK notification of death when required as a decedent affairs matter. Accomplish this function through notification to COMNAVMILPERSCOM or CMC for each death in the DAO's command. The headquarters command provides for the appointment of a CACO to accomplish the actual notification (paragraph 2-2d(2)(b)1 refers).

(e) Collection and temporary retention of personal effects necessary for proper identification of remains.

(f) Transfer of remains to an Armed Forces contract funeral director, if practicable.

(g) Maintenance of an adequate supply of mortuary supplies and materials, as appropriate.

(h) Preparation, casketing, and providing clothing as required.

(i) Cremation.

(j) Transportation of remains.

(k) In coordination with the appropriate PASS office or responsible Marine Corps unit, arrangements for and instruction of escorts.

(l) Provision of U.S. flag(s).

(m) Interment.

f. Commanders of Naval Components of Unified Commands

(1) General. Commanders of each naval component of a unified command are responsible, through subordinate commanders, for the administration and coordination of DAP functions within the prescribed geographical area. Normally, the staff medical officer is assigned these responsibilities.

(2) Specific Responsibilities

(a) Formulation and promulgation of necessary directives.

(b) Coordination and arrangements with representatives of U.S. and foreign governments.

2-2f(2)(c)

2-3a

- (c) Liaison with the mortuary profession and industry.
- (d) Liaison with Armed Forces mortuaries in overseas locations.
- (e) Administering the procurement of annual contracts or one-time contracts for care of deceased personnel.
- (f) Initiation and supervision of special operations necessary to recover and identify remains.
- (g) Determination of responsibility for necessary actions relative to DAP matters.
- (h) Helping activities in performance of assigned functions.
- (i) Helping authorities from other major commands.
- (j) Assuring that actions taken are in conformity with laws of the area or local jurisdiction and follow Status of Forces Agreements (SOFA) in overseas areas.
- (k) Development of emergency plans for use in event of a disaster.
- (l) Supervising payment of decedent affairs expenses including secondary allowances when authorized.
- (m) Inspections and investigations as required.

2-3. Services and Supplies. This paragraph identifies authorized services and supplies and the categories of individuals for whom these may be furnished at the expense of the Government or on a reimbursable basis. The responsibility for determinations of eligibility and entitlement to services and supplies rests with the command exercising initial jurisdiction. Questions on eligibility or entitlement should be referred to the supervising or coordinating command delineated in paragraphs 2-2c through 2-2f.

a. Authorized Services and Supplies. The following are items and procedures considered most generally required and are authorized in providing proper care and handling of the remains of deceased members eligible for DAP benefits. Other unlisted items may also be authorized by the responsible naval authority, provided an adequate, bona fide need exists. The appropriate OMA/NH delin-

2-3a(1)

2-3a(5)(c)

eated in appendix F and, if necessary, COMNAVMEDCOM (MEDCOM-332) should be consulted concerning marginal or unusual situations.

(1) Search and Recovery. Reasonable costs of search for, recovery and identification of remains are authorized. Search operations, unusual in scope or cost, should not be initiated without prior approval of COMNAVMEDCOM. (Rewards of \$25 or \$50 may be offered and paid for recovery of remains, or for information leading to recovery, per NAVCOMPT Manual 046380.2.)

(2) Identification of Remains. Policy, procedures, and documentation required are detailed in chapter 4.

(3) Notifications. Telegram, telephone, and other communication costs are normally chargeable to other Navy and Marine Corps funds. However, when charges cannot be made to such other funds and communication is required as a decedent affairs matter, a charge may be made against the decedent affairs allotment.

(4) Processing. Primary care (processing) of remains is authorized. This includes embalming and other preservative measures, restorative work, derma surgery, cosmetic work, dressing or wrapping, casketing, and other related items.

(5) Clothing

(a) Uniformed Members of Navy or Marine Corps. Currently prescribed articles of uniform and underclothing, including cap and shoes if requested or required; ribbons (and medals if requested by PNOK and readily available); and insignia required to properly dress the remains may be purchased, provided such items are not available in the personal effects of the deceased or are not in a suitable condition (paragraph 6-7 refers). Outer articles of civilian clothing are authorized only when the PNOK (or other person designated to direct disposition) specifically requests civilian attire (paragraph 6-7a(2) refers). Cleaning, pressing, and tailoring are authorized as necessary.

(b) Uniformed Members of the Army or Air Force. Obtain necessary clothing for deceased Army and Air Force personnel from the nearest Army or Air Force installation or through local purchase when authorized by those services.

(c) Civilians. Articles of civilian clothing, shoes included if requested or required, to properly dress remains of eligible civilians may be purchased, provided such articles are not available in the personal effects of the deceased, or if avail-

2-3a(6)

2-3a(10)(b)

able, are not in a suitable condition. Necessary cleaning, pressing, and tailoring are authorized (paragraph 6-7a refers).

(6) Casket, Urn, and Allied Supplies. A casket, and when necessary, an urn with outer container are authorized.

(7) Cremation. When requested by the PNOK defined in paragraph 1-4c, cremation is authorized as prescribed in chapter 7.

(8) United States Flag(s)

(a) PNOK and Parent or Parents (SNOK). An interment or memorial flag is authorized for presentation to PNOK of each deceased military person eligible for DAP benefits except certain categories of military prisoners (paragraph 2-3b(1)(n) refers). If the person designated to direct disposition is other than the parent or parents of the deceased, a flag of equal size to that provided the PNOK may also be presented to the parent or parents (paragraph 5-5h refers).

(b) Draping Casket on Arrival at Common Carrier Terminal at Destination. Issue a flag to the escort for use per paragraph 10-7a(2)(c)4.

(9) Flag Case. A plastic flag case, without insignia, is authorized for each interment or memorial flag issued (NSN 8345-00-782-3010).

(10) Transportation

(a) Remains. Transportation of remains is authorized by common carrier, funeral coach, other suitable closed vehicle furnished by a funeral director, suitable Government vehicle, or Government aircraft in the return of remains from overseas areas to a U.S. POE; and use of commercial air for onward transportation to final destination (chapter 9 refers). Transportation includes movement of remains to place of processing, to crematorium, to place of funeral service, and local cemetery or to other places as designated by the PNOK or naval authority (see paragraph 9-3).

(b) Family Members. Transportation of family members to and from burial sites of members who die while on active duty for a period of 30 days or longer (and of all members being buried in a group) is authorized under a program administered by CMC and COMNAVMILPERSCOM. Paragraphs 16-6a and b contain provisions of the program.

2-3a(11)

2-3a(13)

(11) Escort. One escort, when authorized (paragraph 2-3b and chapter 10 refers), will be provided for each remains, including cremains. Transportation and prescribed allowances are authorized to the place designated by the PNOK, or other person authorized to direct disposition, and return as directed in orders. Upon arrival at destination, escorts will determine whether the person authorized to direct disposition desires the escort's presence to attend the services. When given a negative response, escorts will proceed as soon as possible to the place designated in their orders.

(12) Interment. Services and supplies incident to funeral and burial (paragraph 1-4f refers).

(a) PNOK Responsibility. Except when remains are consigned directly to a Federal Government cemetery, or when the Navy is responsible for interring remains per subparagraph (b), funeral and interment arrangements and payment of all costs thereof are the responsibility of the PNOK. The Navy provides an allowance (paragraph 11-2) toward interment expenses.

(b) Navy Responsibility. When the Navy is responsible for interring remains of specifically unclaimed or indigent persons dying in naval medical facilities or on a naval reservation, authorized services and supplies are limited to those items necessary for decent burial. A single grave site may be purchased for an indigent or unclaimed person not eligible for burial in a national cemetery; (or if eligible, when a national cemetery is not within a reasonable distance); or when grave space is not available in a naval cemetery or plot.

(13) Memorial Services. Paragraph 11-2c(2) specifies the allowance authorized when services and supplies are used incident to memorial services when an official determination has been made that the status of a member is dead, body not recovered. The PNOK is responsible for making arrangements for such memorial services and filing for payment or reimbursement. For nonrecovered remains of deceased naval members, reimbursement may be made, to the limits specified in paragraph 11-2c(2), for the following: use of chapel or funeral establishment; clergy's fee or honorarium; limousine transportation for the immediate family members to and from the local place of the memorial service; flowers and flower car; death notices; registers and announcements of the memorial services; a single memorial plot in a civilian cemetery; organist or vocalist fee; purchase and installation of memorial plaque; memorial flag; and installation of memorial marker. Casket, casket receptacle, funeral coach, food, and lodging are not authorized reimbursable items.

2-3b

2-3b

b. Eligibility and Extent of Benefits. The following table summarizes legally authorized services and supplies by category of eligible decedent.

Persons Covered	When Covered	Entitlement
(1) Uniformed members and former uniformed members of the Navy and Marine Corps Reserve components...	Members on active duty.....Members absent from duty without leave (AWOL) but who have not been administratively declared deserters; and members formerly AWOL, administratively declared deserters, but under military control at the time of death, are eligible for the same benefits as those who die while in a duty status. <u>Members who are absent from duty without leave, have been administratively declared deserters, and are not under military control at the time of death are not entitled to the benefits of the Decedent Affairs Program.</u>	
(a) Regular.....	While on active duty.....	Any necessary item in paragraph 2-3a.
(b) Reserve.....	While on active duty, active duty for training, or performing authorized travel directly to or from either duty.....	Do.
(c) Do.	While on authorized inactive-duty training or performing authorized travel directly to or from such duty.....	Do.
(d) Do.	While hospitalized or undergoing treatment at the expense of the U.S. Government for injury incurred or disease contracted while on active duty, active duty for training, inactive duty training, or while performing travel directly to or from such duty.....	Do.
(e) Members of or applicants for the Naval Reserve Officers' Training Corps..	While attending scheduled training camp.....	Do.
(f) Do.	While on an authorized training cruise.....	Do.
(g) Do.	While performing authorized travel to or from scheduled training camp or training cruise.....	Do.
(h) Do.	When hospitalized or undergoing treatment at the expense of the U.S. Government for injury incurred, or disease contracted while attending scheduled training camp, while on training cruises, or while performing authorized travel to or from scheduled training camp or cruise.....	Do.
(i) Applicants for enlistment in the Navy or Marine Corps (see directives of COMNAVMILPERSCOM and CMC).	After acceptance.....	Do.
(j) Naval Academy Midshipmen..	From date of reporting to date of separation as midshipmen.....	Do.

Persons Covered	When Covered	Entitlement
(1) Continued. (k) Any member, Regular or Reserve, Navy or Marine Corps, who has been discharged from an enlistment or appointment while a patient in a United States hospital.....	While a patient in a Government hospital provided hospitalization in United States hospital(s) has been continuous since discharge from service.....	Any necessary item in paragraph 2-3a.
(1) Regular or Reserve retired members.....	While an inpatient in a Government hospital provided the member became an inpatient in such a hospital while on active duty for a period specified as more than 30 days and the member continued as an inpatient until date of death.....	Do.
(m) Regular or Reserve retired members.....	While properly admitted to a medical facility of the Armed Forces located in the United States.....	Transportation to place of burial.**
(n) Military prisoners.....	While in the custody of the Navy or Marine Corps.....	Any necessary item in par. 2-3a except no flag if sentence includes discharge.
(2) Civilian officers and employees of the Navy paid from appropriated funds (including civilian employees of the Military Sealift Command and DOD civilian employees when the Navy is "host" and supporting activity. Does not include nonappropriated fund employees covered in subparagraph 2-3b(7)(d).).....	1. While traveling on official business within the country, territory, or possession of the employee's home but away from the employee's official station.....	Following items at a total cost not to exceed \$250: Casket, clothing, cremation and urn, notification

Persons Covered	When Covered	Entitlement
(2) Continued.		<p>to PNOK. Removal to place of processing.</p> <p>Transportation:</p> <p>(a) From place of processing to a funeral home or cemetery, or to common carrier terminal at place of origin.</p> <p>(b) Common carrier to a terminal nearest the home or official station, or to such other place as designated by naval authorities provided such transportation does not exceed cost of transportation to home or official station, whichever is greater.</p> <p>(c) Removal at destination from common carrier terminal to a funeral home and local cemetery or to another place of local delivery.</p>
2. While employed outside the country, or possession of the employee's home whether entitled or not entitled to travel to his or her home of record at Government expense on termination of employment. Benefits shall not be denied because the employee was temporarily absent from the employee's post of duty while on leave, including leave in the 50 United States or the District of Columbia.....		<p>Recovery, notification, preparation and cremation. Casket and necessary urn. Clothing and transportation. Escort not authorized.</p>
3. While traveling on official business outside the country, territory, or possession of the employee's home.		Do.
4. While on authorized travel to or from employment outside the country, territory, or possession of the employee's home.....		Do.

Persons Covered	When Covered	Entitlement
(2) Continued.	5. While hospitalized at a USMIF within the 48 contiguous United States or Hawaii subsequent to medical evacuation from an overseas duty station.....	Recovery, notification, preparation and cremation. Casket and necessary urn. Clothing and transportation. Escort not authorized.
(3) Dependents:		
(a) Of members of Navy or Marine Corps, Regular or Reserve, on active duty other than for training. (For definition of dependent, see par. 1-4d.)	(1) While residing with active duty members outside the 48 contiguous United States or while traveling to or from such a place, or while residing separately if member's duty station or other factors necessitate.....	Notification. *Preparation, casket, and clothing. Transportation to a place selected by PNOK (subparagraph 2-3b(3)(a) (2) refers). Escort not authorized.
	(2) While residing with an active duty member within the 50 United States or while residing separately if member's duty station or other factors necessitate.....	Notification if necessary. Transportation to destination, including delivery to funeral home or crematory, delivery to local cemetery or common carrier terminal at place of shipment, provision of an outer shipping container or light-weight casket cover, and removal from common carrier at destination to designated funeral home and to local cemetery. Funeral director's transportation is authorized in lieu of common carrier when common carrier transportation is impractical and provided cost is

Persons Covered	When Covered	Entitlement
(3)(a)(2)	Continued.	not excessive. A shipping container or light-weight cover is not authorized if funeral coach transportation is used.
(b) Of civilian employees of the Navy and of the Office of the Secretary of Defense when Navy is host and supporting activity. (For definition of dependent, see par. 1-4d.)	While residing with such employee performing official duties at a place outside the 48 contiguous United States or while in transit thereto or therefrom.	PNOK notification. *Preparation, casket, and clothing. Transportation to a place selected by PNOK (paragraph 2-3b(3)(a)(2) refers). Escort is not authorized.
(4)	Indigent Patients.	PNOK notification. Preparation. Gasket, urn or both, with outside container. Clothing and cremation. Transportation to cemetery selected by command. Interment.
(5)	Persons not covered in pars. 2-3b(1) through (4) above.	Do.
(6)	Prisoners of War (POW) or interned enemy aliens.	Same as indigent patients.
(7)	U.S. Citizens not otherwise covered herein.	See next page.

Persons Covered	When Covered	Entitlement
<p>(7) Continued. (a) Employees of Humanitarian Agencies accredited to the Armed Forces such as the American Red Cross, United Services Organization (USO), etc..</p>	<p>While outside the 50 United States.....</p>	<p>PNOK notification. *Preparation, casket, & clothing. *Necessary transportation: overseas, to U.S. POE, and to PNOK selected final destination.</p>
<p>(b) Civilians performing services directly for the Secretary because of employment by an agency under contract with SEC NAV.....</p>	<p>While outside the 50 United States.....</p>	<p>Do.</p>
<p>(c) Officers or members of a crew of a Merchant vessel operated by or for the U.S. through SECNAV.....</p>	<p>While outside the 50 United States.....</p>	<p>Do.</p>
<p>(d) Persons on duty with the Navy or Marine Corps who are paid from nonappropriated funds.....</p>	<p>Do.</p>	<p>Do.</p>
<p>(e) Any person not covered above only on specific request of the Department of State or representative of the territorial government (par. 9-3a(6) refers).....</p>	<p>While outside the 50 United States.....</p>	<p>Notification. *Preparation, casket, clothing and necessary transportation overseas, to U.S. POE, and to PNOK selected final destination.</p>
<p>(f) Dependents of persons in pars. 2-3b(7)(a) through (e).....</p>	<p>While living outside the 50 United States with a person listed in pars. 2-3b(7)(a) through (e).....</p>	<p>Do.</p>

* May be furnished on a reimbursable basis for individuals whose deaths occur outside the 50 United States or 48 contiguous United States, as appropriate, when local commercial mortuary services are unavailable or when the Secretary of the Navy has concluded that the cost of local services is prohibitive.

** 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 primary next of kin 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 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. Paragraph 9-3 is applicable to this transportation. As used above, "last permanent residence" has been interpreted to mean "last legal domicile."

Chapter 3 - Notification of Death

3-1. General. This chapter outlines reporting procedures incident to the submission of initial death messages and followup communications. The importance of keeping the PNOK and SNOK appropriately informed cannot be overemphasized. Timely submission of this information, particularly when death occurs in overseas areas, enhances the successful conclusion of each instance of death.

3-2. Initial Report of Death

a. Uniformed Services Members. Submit initial reports of death of military members of the Department of Defense (including retired members of the Navy, Naval Reserve, the Fleet Reserve, etc.), and uniformed members of the Coast Guard, Public Health Service, and the National Oceanic and Atmospheric Administration, per instructions in MILPERSMAN and MARCORCASPROC Manual. In addition to all other appropriate information addressees in the chain of command, ensure that copies of all messages are provided to the geographic naval medical commands of the member's duty station and of the area wherein the casualty occurs (see appendix W). Include the member's full name, grade or rate, social security number, and the full name, grade or rate, social security number, and status (e.g., deceased, seriously injured, not injured, etc.) of others directly involved in an incident resulting in multiple casualties.

b. Civilian Employees. When traveling under orders within the 48 contiguous United States, on temporary additional duty outside the 48 contiguous United States, or away from the employing activity, report:

(1) Department of the Navy civilian employees following Civilian Manpower Management Instruction (CMMI) 790.6.

(2) Military Sealift Command civilian personnel following COMSC Instruction 5100.17 (NOTAL).

(3) DOD civilians, when Navy is host and supporting activity, following CMMI 790.6.

c. Dependents. Make an initial report of death when required by the provisions of this chapter for:

(1) Dependents of active duty members.

(2) Dependents of civilian employees.

(3) Dependents of DOD civilian employees serving in an overseas area.

3-2d

3-3c(9)

d. Others. Report other individuals, whose deaths occur on naval reservations or aboard naval ships, per paragraphs 3-3 through 3-5. Report deaths occurring off naval installations when any benefits are furnished. Exempted from the "others" category are indigenous individuals whose deaths occur in trust territories.

3-3. Decedent Affairs Death Reports

a. Transmit decedent affairs death reports (MED 5360-11 MIN: CONSIDERED) required by paragraphs 3-2b, c, and d, by priority precedence message to COMNAVMEDCOM WASHINGTON DC using the format in paragraph c below. Complete all items to ensure expeditious handling of remains to destination.

b. Report, by priority message, subsequent status of remains reports, transportation schedule, or local funeral arrangements.

c. Format

(1) Full name of deceased.

(2) Status - Include basis of eligibility for benefits; name, grade or rate, social security number, and designator of military sponsor; or, if civil service status is involved, the employing agency and name, grade, and social security number of sponsor. In reimbursable situations, report arrangements made to effect reimbursement, the amounts collected, and items for which collection is applicable (pars. 2-3b(7)(a) through (f) refer).

(3) Cause of death (indicate the "apparent" cause if actual cause is unknown).

(4) Date and place of birth, sex, and race.

(5) Date and place of death.

(6) Location of remains and who has custody.

(7) Disposition of remains, including desires of PNOK, if known; date of planned transfer to another military activity or funeral home, if appropriate.

(8) PNOK's full name, relationship, address, and itinerary, if appropriate. If returning from overseas, include U.S. address; if not returning, PNOK's appointed representative in U.S.

(9) Whether PNOK and SNOK have been notified of death and, if negative, reason why notifications have not been made.

3-3c(10)

3-3d(10)

(10) Full name, grade or rate, social security number, and status (deceased, injured, not injured, etc.) of all others involved in the same multiple casualty incident.

(11) Additional details considered appropriate including aid the reporting activity desires from COMNAVMEDCOM, COMNAVMILPERS COM, CMC, or U.S. POE.

d. Information Addressees

(1) COMNAVMILPERSCOM for death of dependents of Navy members in an active duty status.

(2) Navy Finance Center (NAVFINCEN), Cleveland, OH for deaths of retirees and dependents of Navy members in an active duty or inactive duty status.

(3) CMC for deaths occurring at Marine Corps activities, or deaths of dependents of Marine Corps personnel in an active duty status.

(4) Navy area commander (outside the 50 United States) in whose region death occurred, and the Navy area commander (outside the 50 United States) in which the PNOK resides, if known and different from the area in which death occurred.

(5) For overseas deaths, U.S. POE and OMA/NH for the geographical area in which U.S. POE is located.

(6) Naval Civilian Personnel Command, NCPC 09C; Chief of Naval Operations (OP-45); and CMC, as appropriate for deaths of Navy and Marine Corps civilian employees or their dependents.

(7) COMSC and NCPC 09C for deaths of MSC civilian employees, or deaths of any persons onboard MSC vessels.

(8) Cognizant area or subarea commander for death of an MSC civilian employee or any person onboard MSC vessels.

(9) The geographic naval medical command (appendix W) of the area wherein the deceased died and any military activity which may be required to furnish additional information, take separate action to complete the report, or take separate action in the further disposition of remains (see par. 9-1b).

(10) Naval Safety Center, Norfolk, VA, for accidental deaths.

3-3d(11)

3-6a

(11) Office of the Secretary of Defense and NCPC 09C for death of a DOD civilian employee wherein Navy is host and supporting activity.

(12) Other commands and U.S. Government agencies as required (paragraphs 3-4 and 3-5 refer).

(13) Commanding Officer, Naval Medical Data Services Center, Bethesda, MD, for deaths occurring in naval medical treatment facilities (to include persons dead on arrival (DOA)).

3-4. Report of Death to Other U.S. Government Agencies

a. General. Reports in this section (MED 5360-11 MIN:CONSIDERED) are required in addition to the report to COMNAVMEDCOM.

b. U.S. Merchant Seamen. If death occurs in the U.S. or U.S. territories, or on ships under contract to the Military Sealift Command (MSC), request instructions from the contractor with copy to MSC headquarters. If death occurs outside the U.S., report to the nearest State Department representative. If death occurs onboard a naval vessel, request disposition instructions and notification instructions in the message report to COMNAVMEDCOM WASHINGTON DC.

c. Civilian Employees of Other U.S. Government Agencies. Make a report to the agency concerned.

d. Other Civilians Outside the 50 United States. This category includes retirees and veterans. Make a report to the nearest State Department representative. (Requests for transportation of remains in this category via MAC must be submitted through State Department channels (OPNAVINST 4630.25B (NOTAL) refers)).

3-5. Report of Death on Foreign Nationals

a. Training With Naval Service. OPNAVINST 4950.1H (NOTAL) refers.

b. Others. Under report symbol OPNAV 4950-3, make a report to the naval attache or other appropriate representative of the decedent's country.

3-6. Notification to Primary and Secondary Next of Kin

a. Active Duty Members. COMNAVMILPERSCOM and MARCORPS directives provide instructions for notification to the PNOK and SNOK of

3-6b

3-6e(2)(b)

active duty members of the Armed Forces, the Coast Guard, uniformed members of the Public Health Service, and commissioned members of the National Oceanic and Atmospheric Administration (NOAA). They also outline the release of information to news media. (See chapter 9, paragraph 9-2 concerning the release of information to the PNOK on shipment of remains.)

b. Civilian Employees: Agency Other Than Navy. If the PNOK is in the vicinity at the time of death, appropriate notification may be made. Otherwise, the death report required by paragraph 3-4c will request that the PNOK be notified and asked to provide disposition instructions.

c. Foreign Nationals. OPNAVINST 4950.1H (NOTAL) contains notification instructions for deceased Security Assistance Training Program (SATP) and Foreign Military Sales (FMS) personnel. Notification for other foreign nationals at a naval activity, when appropriate and if the PNOK is in the vicinity, will be made only by the naval activity. The notification to the foreign country of the decedent should state whether the PNOK has been notified.

d. Prisoners of War or Interned Enemy Aliens. Instructions will be issued by COMNAVMEDCOM or CMC as appropriate.

e. Others. Other categories of beneficiaries are eligible for some or all decedent affairs benefits. When eligible, notifications of death are considered a decedent affairs function for:

(1) Deaths Outside the 50 United States. For civilian employees of the Military Sealift Command (MSC), notification will be made by the cognizant MSC administrative commander. In other instances, if the PNOK is in the area, notification is the responsibility of the commanding officer of the naval activity where death occurred. Otherwise, COMNAVMEDCOM or CMC will make notification upon being informed that local notification could not be accomplished.

(2) Deaths Within the 50 United States

(a) Civilian Employees of MSC. Notification will be made by the cognizant area (or subarea) commander of the MSC or, upon the area commander's request, by any naval activity.

(b) All Others. If the address of the PNOK is known, notification is the responsibility of the commanding officer of the activity where death occurred. If PNOK's address is unknown, the commanding officer should request the parent activity to make notification.

3-7

3-7b(2)

3-7. Method of Notification

a. General. When an individual enumerated in paragraphs 3-8a through 3-8f dies while hospitalized in a naval medical facility or other Government hospital and the PNOK has been provided progress reports on the patient's condition and prognosis, the hospital's CO is responsible for notification of the PNOK. Such notification may be made by telegram, telephone, or other expeditious means, or the CO may take action specified in paragraphs 3-7b and 3-7c and accomplish personal notification. Confirm personal notification by telegraphic message or by delivery of the telegraphic message in person (paragraph 3-8 refers). Delivery of the written material should preclude misunderstanding of the substance of any oral notification.

b. Civilian Employees. The following is also applicable to DOD civilians when the Navy is host and supporting activity.

(1) Traveling Under Orders Within the 50 United States or on Temporary Additional Duty Away From Employing Activity. Except as provided in paragraph 3-7a, when the PNOK resides in the immediate vicinity of the employing activity, the commanding officer of the employing activity will request the CAC/FHS program coordinator (appendix R) of the area in which the PNOK resides to appoint a uniformed representative to effect personal notification. Unless requested by COMNAVMEDCOM or by the Naval Civilian Personnel Command (NCPC 09C), further action by the uniformed representative is not required. NCPC 09C will either direct a civilian representative or request the commanding officer of the nearest appropriate naval activity in the vicinity of the PNOK's residence to provide additional help.

(2) Serving Outside the 50 United States. If the PNOK resides in the area of death, action will be taken by the employing activity per paragraph 3-7b(1) or, if applicable, by the commanding officer of the hospital per paragraph 3-7a. When the PNOK resides in the U.S. or away from the place of employment, COMNAVMEDCOM is responsible for action relative to notification and will arrange, through the appropriate CAC/FHS program coordinator, for appointment of a responsible uniformed representative to accomplish personal notification. COMNAVMEDCOM will confirm the notification by telegram to the PNOK. The Naval Civilian Personnel Command, NCPC 09C will then arrange for additional aid to the PNOK as provided in paragraph 3-7b(1).

3-7c

3-8a

c. Dependents

(1) Deaths Within the 50 United States. When feasible, make personal notification to the PNOK when sponsor is stationed within the 50 United States (par. 3-7a refers). The commanding officer of the activity where death occurs will notify the sponsor's commanding officer or, if unknown, the appropriate CAC/FHS program coordinator of the area in which the sponsor is stationed. The activity receiving the request for notification is responsible for assuring that a representative is appointed to make notification. The commanding officer of the activity where death occurs will be advised when such notification has been accomplished in order that a confirming message may be released. Request that COMNAVMEDCOM take notification action when the PNOK resides or is deployed outside the 50 United States.

(2) Deaths Outside the 50 United States. If the PNOK resides in the area of death, the commanding officer of the activity where death occurred will take action to accomplish notification. Request that COMNAVMEDCOM take notification action when the PNOK resides in the 50 United States or outside the area of death.

d. Telegrams

(1) Filing. Where the initial notification is made by telegram, and wherein the handling of a telegram on a military circuit with a commercial refile would result in a delay in delivery, the message may be filed directly with the commercial communication facility (paragraph 5-5a refers).

(2) Information Addressees. Information copies will be passed expeditiously and not by mail. Assure that information addressees do not appear on any messages delivered to the PNOK or SNOK.

3-8. Telegram Format. Sample formats below are guides only and can be appropriately modified in carrying out the notification responsibilities assigned in paragraph 3-6. Pay special attention to wording to ensure that statements are appropriate in each instance, and that the PNOK or SNOK is not offered any benefits for which eligibility does not exist.

a. Other Military Personnel Eligible for Decedent Affairs Program Benefits. The formats of messages for use in notifying the PNOK and SNOK of active duty personnel, as set forth in MILPERSMAN and MARCORCASPROC Manual, will be used in notifying the PNOK and

3-8b

3-8b(2)

SNOK of deceased persons within the categories enumerated in paragraphs 2-3b(1)(e), (i), (l), and (m).

b. Navy Employees (and DOD Civilian Employees - When Navy is Host and Supporting Activity). Use one of the following formats for deceased individuals who were traveling on official business, or on authorized travel to or from employment outside the country, territory, or possession of their home.

(1) Format 1. This sample format may be used when the PNOK, because of distance or other factors, is not in a convenient position to make preparation arrangements, and it can be assumed that the PNOK desires the Government to arrange for preparation and transportation of remains. This sample format is not all inclusive and may be modified as appropriate.

I DEEPLY REGRET TO CONFIRM THE DEATH OF YOUR (relationship and name) FROM (cause) AT (place) ON (date). YOU WILL RECEIVE DETAILS BY LETTER. I WISH TO ASSURE YOU OF EVERY POSSIBLE ASSISTANCE TOGETHER WITH MY SINCERE SYMPATHY IN YOUR GREAT LOSS. REMAINS WILL BE PREPARED AND CASKETED AT NO COST TO YOU AND TRANSPORTED TO THE PLACE YOU DESIGNATE. NAVY WILL DEFRAY EXPENSES OF TRANSPORTATION NOT IN EXCESS OF COST OF TRANSPORTATION TO (his or her) HOME OR OFFICIAL STATION, WHICHEVER IS GREATER. PLEASE WIRE COLLECT (command responsible for preparation and casketing) NAME OF FUNERAL ESTABLISHMENT TO WHICH REMAINS ARE TO BE CONSIGNED. IF I CAN AID YOU IN ANY WAY OR IF YOU HAVE ANY SPECIAL REQUESTS, YOU MAY GET IN TOUCH WITH ME IMMEDIATELY BY COLLECT TELEPHONE CALL (number and extension) OR WIRE AT (location).

(2) Format 2. This sample format may be modified for use where the PNOK resides in or near the locality of death and where it may be assumed that the PNOK may be making (or may be in a convenient position to make) preparation arrangements.

IT WAS WITH DEEP REGRET THAT I LEARNED OF THE DEATH OF YOUR (relationship and name) FROM (cause) AT (place) ON (date). I WISH TO ASSURE YOU OF EVERY POSSIBLE ASSISTANCE TOGETHER WITH MY SINCERE SYMPATHY IN YOUR GREAT LOSS. IF YOU DESIRE, THE REMAINS WILL BE PREPARED AND CASKETED AT NO COST TO YOU. NAVY ALSO WILL DEFRAY TRANSPORTATION COSTS NOT IN EXCESS OF COST OF TRANSPORTATION TO (his or her) HOME OR OFFICIAL STATION, WHICHEVER IS GREATER. IF YOU PREFER TO MAKE YOUR OWN ARRANGEMENTS, YOU WILL BE ALLOWED THE AMOUNT THESE SERVICES WOULD HAVE COST THE GOVERNMENT. PLEASE ADVISE (command responsible for preparation and casketing) WHETHER OR NOT YOU DESIRE TO ACCEPT NAVY SERVICES AND, IF LOCAL BURIAL IS

3-8c

3-8d

NOT PLANNED, DESIGNATE FUNERAL ESTABLISHMENT TO WHICH REMAINS ARE TO BE CONSIGNED. IF I CAN AID YOU IN ANY WAY, OR IF YOU HAVE ANY SPECIAL REQUESTS, YOU MAY GET IN TOUCH WITH ME IMMEDIATELY BY COLLECT TELEPHONE CALL (number and extension) OR WIRE AT (location).

c. Navy Civilian Employees Who are Citizens of the United States, or of a Territory, or of a Possession. If the deceased was traveling on official business within the country, territory, or possession of his or her home but was away from the official station, this message format is suggested.

I DEEPLY REGRET HAVING TO CONFIRM THE DEATH OF YOUR (relationship and name) FROM (cause) AT (place) ON (date). YOU WILL RECEIVE DETAILS BY LETTER. I WISH TO ASSURE YOU OF EVERY POSSIBLE ASSISTANCE TOGETHER WITH MY SINCERE SYMPATHY IN YOUR GREAT LOSS. YOU SHOULD IMMEDIATELY CALL YOUR SELECTED LOCAL FUNERAL HOME AND HAVE THEM CALL A FUNERAL HOME IN (place of death) TO ARRANGE TRANSPORTATION OF (his or her) REMAINS TO PLACE OF BURIAL. THE NAVY WILL REIMBURSE YOU AN AMOUNT NOT TO EXCEED TWO HUNDRED FIFTY DOLLARS TOWARD COSTS OF PREPARATION AND ENCASEMENT OF (his or her) REMAINS AND MAY DEFRAY TRANSPORTATION EXPENSES NOT IN EXCESS OF COST OF TRANSPORTATION TO (his or her) HOME OR OFFICIAL STATION, WHICHEVER IS GREATER. PLEASE NOTIFY COMMANDER, NAVAL MEDICAL COMMAND, WASHINGTON, DC 20372-5120 OF FUNERAL ESTABLISHMENT TO WHICH (his or her) REMAINS ARE TO BE CONSIGNED. IF I CAN AID YOU IN ANY WAY, OR IF YOU HAVE ANY SPECIAL REQUESTS, YOU MAY GET IN TOUCH WITH ME IMMEDIATELY BY COLLECT TELEPHONE CALL AT (number and extension) OR WIRE AT (location).

d. Dependents. This sample format, with appropriate changes as required, is suggested in the death of a dependent. When the PNOK is not present and the death was the result of an accident in which other members of the family were or could have been involved, i.e., a fire in the home or an automobile accident, information concerning their degree of injury and prognosis should be included in the telegram to the PNOK.

I DEEPLY REGRET HAVING TO CONFIRM THE DEATH OF YOUR (relationship and name) FROM (cause) AT (place) ON (date). I WISH TO ASSURE YOU OF EVERY POSSIBLE ASSISTANCE TOGETHER WITH MY SINCERE SYMPATHY IN YOUR GREAT LOSS. NAVY CAN ARRANGE FOR AND DEFRAY EXPENSES OF TRANSPORTATION TO DESTINATION YOU SELECT BUT THERE IS NO AUTHORITY TO DEFRAY COST OF PREPARATION AND CASKETING (his or her) REMAINS. PLEASE INFORM ME BY COLLECT TELEGRAM OF THE NAME AND ADDRESS OF THE FUNERAL ESTABLISHMENT WHICH YOU DESIGNATE (his or her) REMAINS BE RELEASED FOR PREPARATION. IF INTERMENT IS TO BE IN ANOTHER LOCALITY, ALSO INCLUDE IN YOUR TELEGRAM THE NAME AND ADDRESS OF FUNERAL DIRECTOR TO WHOM YOU DESIGNATE REMAINS BE CON-

3-8e

3-10a(2)

SIGNED. IF YOU MAKE YOUR OWN ARRANGEMENTS FOR TRANSPORTATION, YOU MAY BE REIMBURSED AN AMOUNT NOT TO EXCEED WHAT THE NAVY ARRANGEMENTS FOR TRANSPORTATION WOULD HAVE COST. YOU MAY GET IN TOUCH WITH ME BY COLLECT TELEPHONE CALL AT (number and extension) OR WIRE AT (location) IF YOU WISH ME TO AID IN ANY WAY.

e. Veterans Administration Beneficiaries (VAB). When consistent with local arrangements between the commanding officer of a naval MTF and a VA regional office, this format is suggested for VABs who die in naval MTFs.

I DEEPLY REGRET HAVING TO INFORM YOU OF THE DEATH OF YOUR (relationship and name). PLEASE ACCEPT MY SINCERE SYMPATHY IN YOUR GREAT LOSS. ADDITIONAL INFORMATION WILL BE PROVIDED TO YOU BY THE REGIONAL MANAGER, VETERANS ADMINISTRATION (place) WITH WHOM ALL ARRANGEMENTS FOR DISPOSITION OF REMAINS SHOULD BE MADE.

f. Retired, Inactive, Regular or Reserve (Navy or Marine Corps) Members. Except for transportation of certain retired members (par. 2-3b(1)(m) refers), such members are not eligible for DAP benefits. When death occurs in a naval medical facility, use the formats of messages set forth in MILPERSMAN and MARCORCAS PROC Manual, with necessary modifications, for notification of the PNOK and SNOK.

3-9. Condolence Letter. Generally, where notifications are made in conformance with the requirements of this chapter, the commanding officer making such notification should also forward a letter of condolence to the PNOK. The letter, in addition to expressions of condolence, should also contain details of death which the commanding officer deems appropriate. Do not include details which are likely to aggravate or further distress the PNOK.

3-10. Autopsy

a. Other Than Active Duty Members

(1) Autopsy Desired. Incorporate the following in the casualty notification message which requests disposition instructions from the PNOK of other than active duty members when an autopsy is desired but not mandatory:

IN THE INTEREST OF MEDICAL SCIENCE AND TO CONFIRM MEDICAL DIAGNOSIS, REQUEST THAT YOUR TELEGRAM INCLUDE WHETHER OR NOT PERMISSION IS GRANTED TO ACCOMPLISH A POST MORTEM EXAMINATION.

(2) Autopsy Findings. Gross autopsy findings may be released to the CACO for the PNOK upon receipt of a written request

3-10b

3-10b

from the PNOK or the CACO. Time the release of the priority message to coincide with the release of remains for processing. Provide information copies to COMNAVMEDCOM, COMNAVMILPERSCOM, or CMC as appropriate, and to the CAC/FHS program coordinator serving the area from which the PNOK's CACO is appointed. In addition to gross autopsy findings, the message may include the cause of death (if not already furnished) and information concerning the possible time of release of the final autopsy report.

b. Active Duty Members. NAVMED P-5065, Autopsy Manual, provides procedures and policies applicable to autopsies for active duty members. Paragraph 3-10a(2) above is applicable to autopsy findings on active duty members.

Chapter 4 - Search, Recovery, and Identification

4-1. General

a. Within and Outside the 48 Contiguous United States. This chapter discusses command functions relating to search, recovery, and identification of remains. Normally, the need for these operations results from an incidence of violence, such as an aircraft accident, fire, explosion, or natural disaster. The Manual of the Judge Advocate General (JAGMAN) requires the convening of an administrative fact-finding body when incidents of this nature occur. Responsibility is usually delegated to the naval activity at or nearest the scene of disaster with necessary capabilities. In establishing identification of remains, the physical conduct of search and recovery operations is part of the fact-finding body's functions, with technical aid furnished by appropriate medical authorities. If a decedent affairs officer (DAO) is assigned at the activity charged with investigative responsibilities, the DAO's role should be limited to that of a coordinator maintaining necessary liaison and to assuring that search and recovery operations, as they pertain to handling of remains, are conducted per the general plan suggested in paragraph 4-5.

b. Outside the 48 Contiguous United States. In overseas areas, commanding officers will ensure that two DD 565's, Statement of Recognition of Deceased, signed by different individuals; medical and dental records; and x-rays accompany remains, preferably in the transfer case, to the overseas processing mortuary. Attach a legible (waterproof) tag to each remains showing name, grade or rate, and social security number of the deceased.

4-2. Unusual Identification Problems. Immediately advise, by the methods shown below, the appropriate OMA/NH (appendix F) and COMNAV MEDCOM WASHINGTON DC when identification problems are encountered which cannot be resolved locally. When Marine Corps members are or may be involved, include CMC WASHINGTON DC as information addressee on all messages.

a. In the 48 Contiguous United States. By telephone or priority message.

b. Outside the 48 Contiguous United States. By priority message.

4-3. Coordination With Other Military Activities. Where applicable, requests for aid may be made direct to other military activities within the area.

4-3a

4-5a

a. Within the 48 Contiguous United States. When technical help is required, contact COMNAVMEDCOM by telephone. Commercial -- working hours (202) 653-1345 and nonduty hours (202) 653-1327. Autovon - working hours 294-1345 and nonduty hours 294-1327.

b. Outside the 48 Contiguous United States. In overseas areas, including Alaska and Hawaii, the activity responsible for search, recovery, and identification should request such help from the nearest Armed Forces mortuary. In most instances, personnel qualified in search, recovery, and identification procedures are available at these activities for emergency departure to the scene to provide direct aid.

4-4. Other Services Deceased Personnel. In disasters such as aircraft accidents, fires, explosions, etc., involving the deaths of naval members and members of other services (Army, Air Force, Coast Guard, etc.), notify COMNAVMEDCOM immediately by priority message. This assures that immediate interdepartmental coordination is initiated leading, if appropriate, to the early dispatch of necessary supplies, equipment, medical and dental records, and technical personnel (see appendix B). The initial report to COMNAV MEDCOM (MED 5360-13 (MIN:CONSIDERED) - Disaster Involving Other Service Dead), with information copy to CMC if Marine Corps personnel are involved, should include:

a. Name, grade or rate, and social security number of all personnel believed dead or missing.

b. Names of those personnel already positively identified and method of identification.

c. Names of those personnel tentatively identified and state whether remains are anatomically intact.

d. Type and quantity of mortuary supplies, transfer cases, chemicals, and other equipment required.

e. Whether technical help is desired.

4-5. Recovery. Accomplish recovery of remains as quickly as possible. The following general guidelines, relating to recovery operations, should be coordinated with the administrative fact-finding body (par. 4-1 refers).

a. Mapping and Tagging. Prior to movement of any remains at the scene of a disaster, a map should be sketched showing the general contours of the area, fixed landmarks (hills, trees, rocks,

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hedgerows, etc.) and if an aircraft accident, location of aircraft sections. Remains found within the area should be shown on the sketch by X mark and number. Use consecutive X numbers on the map to identify location of each remains or portions thereof in relation to the overall scene. Tie waterproof tags, bearing the same consecutive X numbers, to each intact remains or separated anatomical part. Use only waterproof, run resistant marking ink, grease pencils, etc.

b. Disaster Scene. In addition to the guidelines provided in 4-5a, initiate guidelines to maintain the integrity of each disaster scene. Recovery personnel must not remove clothing, personal effects, equipment, or ID tags found on or in the pockets of the deceased. All such items found near remains should be marked, bagged, and wrapped together and then attached to the remains to allow systematic examination by qualified personnel. No attempt should be made or permitted to allow on-the-scene identification or examination of personal effects. Keep curiosity seekers out of the area during recovery operations. When the disaster site is in an area under civil domain, military authorities should approach the responsible civil agency with the stated desire to help rather than intrude. In most instances, the civil agency will welcome help on those terms. In any event, full compliance with applicable civil laws and regulations is mandatory.

c. Temporary Morgue Facilities. Set up a temporary facility as near to the disaster site as possible. A warehouse, hangar, or other suitable enclosed secure structure with electricity, and if possible, running water, should be selected. Nearby landing facilities for helicopters should be considered, where feasible.

d. Security. Appropriate military law enforcement personnel will establish and maintain the proper dignity and security of the temporary morgue area. If the temporary facility is not located on or near a military reservation, full cooperation and coordination will be sought from the appropriate civil law enforcement agency to assure adequate security. Only those individuals having assigned duties or official status should be permitted to enter the temporary morgue area.

e. Special Equipment. Depending on the scope of the disaster, several special items of equipment should be considered in setting up the temporary morgue. For example, large refrigerator vans, kept at a temperature of 36-40 degrees F, or 2.2 to 4.4 C, have proven useful in preservation of remains recovered from a crash site and have served as a holding area pending identification processing at temporary morgues. Other items which should be available are:

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(1) Support bar, litter (NSN 6530-00-660-0034), or similar supports.

(2) Autopsy kits, with additional surgical knives, forceps, etc.

(3) Dental examination equipment.

(4) Brushes - tooth, hand, and general scrubbing.

(5) Gloves, rubber - surgical and heavy duty electrical type.

(6) Gowns, coveralls, masks, and rubber aprons.

(7) Scissors - surgical and heavy duty upholsterers type.

(8) Tags, waterproof with wire ties.

(9) Grease pencils.

(10) Fingerprint inking equipment.

(11) Gas masks or similar breathing devices.

(12) Stryker saw.

(13) Human remains pouches.

4-6. Control Officer. When large numbers of remains are involved, designate a control officer prior to the start of identification processing operations. The control officer should control and maintain records on remains flowing from the temporary storage area to the processing area and, after identification requirements are satisfied, to the designated funeral director for preservation. All medical and dental records and other administrative documents should be under the sole control of this officer.

4-7. Identification Processing. Regardless of location, mode of death, or number of persons involved, positive identification of all remains is required. A minimum of two Statements of Recognition of Deceased (DD 565) (appendix H), substantiated by dental or fingerprint comparison (both on intact remains), will support identification requirements. Forward these items inside transfer cases with remains to POEs. The following steps are those most generally useful in identification processing operations.

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a. Carefully remove all clothing, personal effects, equipment, jewelry, etc. Replace identification tags, indicating X numbers, with name tags subsequent to establishing identification. Affix the name tag to the great toe of the right foot (when present). Do not remove this tag during processing. Examine each item closely to locate and record laundry, clothing, and equipment markings. Describe in detail all identifying media, i.e., drivers licenses, identification cards, credit cards, and other items found in wallets or on the remains. Record this information on a DD 890, Record of Identification Processing - Effects and Physical Data.

b. Examine remains, locate and record in detail on a DD 893 the location and description of scars, tattoos, birthmarks, and other identifying markings.

c. Prepare a legible Dental Chart or DD 891, Record of Identification Processing-Dental Chart, carefully detailing restorations, missing, impacted, and malposed teeth, as well as soft and hard tissue anomalies for comparison with SF 603, Dental Health Record; antemortem x-rays; or with other naval or civilian dental records. Attach a copy of the SF 603 and x-rays to the DD 891 and mail to COMNAVMEDCOM (MEDCOM-332) upon conclusion of identification processing.

d. Record prints of all fingers on DD 894, Record of Identification Processing-Fingerprint Chart, whenever possible. Local authorities may help in obtaining and comparing legible fingerprints. Coordinate with MEDCOM-332, at number listed in paragraph 4-3b, arrangements for submitting fingerprint charts to the Federal Bureau of Investigation, Washington, DC, for confirmation of identity.

e. Prepare a word picture description of each remains. Include estimated or actual height, weight, age, and race (using anthropometric techniques, if possible). Record other identifying media such as hair color and style (crewcut, long, curly, balding, etc.), general body stature, amputated (past or present) or partially amputated body members, and other distinctive characteristics. Record information on DD 892, Record of Identification Processing-Skeletal Chart, or DD 893, Record of Identification Processing-Anatomical Chart, as applicable, for comparison with the deceased individual's health record.

4-8. Comparison Studies. Use the SF 88, Report of Medical Examination; SF 603, Dental Health Record; and antemortem x-rays; obtained from the parent organization of all personnel known or believed to be involved in a common disaster, to effect comparison studies with the post-mortem identification records prepared on DD

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891, Record of Identification Processing-Dental Chart, for each remains. Thoroughly search the medical file to locate all possible identification data.

a. When the medical file reveals that an individual has a history of a bone fracture or other bone anomalies, x-ray the area to confirm or deny the established medical data, if significant.

b. When an SF 603, Dental Health Record, and antemortem x-rays reveal that an individual has a record of missing, impacted, or malposed teeth, or other dental anomalies which may have significant bearing on identification, x-ray the area in question to confirm or deny the established dental data.

c. Duplicate panoramic dental radiographs are maintained for all servicemembers by the Defense Medical System Support Center (DMSSC) in Monterey, CA. Procedures for retrieving radiographs may be obtained from COMNAVMEDCOM (MEDCOM-06), by calling Autovon 294-1250 or commercial (202) 653-1250.

4-9. Conclusions. Establish final conclusions only after a thorough study of all evidence. Final conclusions will result in one of the following determinations:

a. Remains individually identified by biological scientific methods.

b. Remains unidentified but their presence in a group of remains is evident or has been scientifically demonstrated.

c. Unknown remains.

4-10. Identified Remains. Remains may be considered identified when the commanding officer is satisfied that identification is established beyond any question of doubt and documented accordingly. Mail copies of identification documents to COMNAVMEDCOM (MEDCOM-332) for record purposes.

a. Within the 48 Contiguous United States. When multiple remains are involved, simultaneous identification processing of all remains is desired. However, anatomically complete remains which have been individually identified may be released for preservation and delivery to the PNOK designated final destination. All other remains, including identified but semi-complete remains, should be held for additional study by identification specialists.

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b. Outside the 48 Contiguous United States. When positive identification has been made, anatomically complete remains may be released for preservation and shipment to the destination designated by the PNOK. All documents, including DD 2064, Certificate of Death (Overseas) (appendix S refers); civil death certificate, if available; medical and dental records; identification processing papers; and preliminary conclusions will be shipped inside the transfer case with remains. All other remains, including those unidentified and those identified but semi-complete, will be separately wrapped and placed in a sufficient number of transfer cases. Arrange transportation to the appropriate U.S. POE where an identification specialist will intercept and reprocess remains as required. COMNAVMEDCOM will establish final conclusions and take action required to effect final disposition of all such remains.

4-11. Group Interment. When remains cannot be individually identified, the collective remains will be interred as a group per chapter 16.

4-12. Unidentified Remains

a. Within the 48 contiguous United States, unless already provided, COMNAVMEDCOM will be advised by message (MED 5360-4 (MIN: CONSIDERED), Unidentified or Group Remains) of any unidentified or group remains. Commingled masses of unidentified remains will not be separated arbitrarily. Activities may request that COMNAVMEDCOM provide an identification specialist to visit the activity and make a complete review to assure that all possible techniques, methods, and procedures have been employed to accomplish individual, positive identification. Make CMC an information addressee when members of the Marine Corps are or may be involved.

b. Outside the 48 contiguous United States, the provisions of paragraph 4-10b are applicable.

c. COMNAVMEDCOM (MEDCOM-332) directs disposition of unidentified remains. Hold minute portions of human anatomy pending disposition instructions from COMNAVMEDCOM.

4-13. Subsequent Recovery of Partial Remains. All anatomical portions of human remains recovered from the scene of a disaster subsequent to release of principal remains to the PNOK will be reported to COMNAVMEDCOM by priority message, MED 5360-5 (MIN: CONSIDERED), Subsequent Recovery of Partial Remains. Provide all factual information available. Information will not be released to any PNOK, SNOK, family, or news media unless specific instructions are received from COMNAVMEDCOM.

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4-14. Personal Effects. After having served all collaboration of identification purposes, dispose of personal effects found on or with remains per current instructions in NAVSUP Manual or MARCOR CASPROC Manual, as appropriate.

4-15. Progress Reports. When search, recovery, and identification operations continue for more than 36 hours after a disaster, chronologically numbered progress reports, MED 5360-6 (MIN:CONSIDERED), Search, Recovery, and Identification Operations Progress and/or Unusual Identification Problems, will be dispatched at 24-hour intervals. Include all factual details incident to the operation since last report. Address messages to COMNAVMEDCOM with information copies to COMNAVMILPERSCOM and CMC, as appropriate. Make Commander, U.S. Army Military Personnel Center, ATTN: DAPC-PDC-CD, Casualty and Memorial Affairs Operations Center, Alexandria, VA 22331-0400 (CDRMILPERCEN ALEX VA //DAPC-PDC-CD//) an information addressee if Army personnel are or may be involved and Headquarters, Air Force Engineering and Services Center-DEHM, Tyndall Air Force Base, FL 32403-6001 (HQ AFESC TYNDALL AFB FL //DEHM//) if Air Force personnel are or may be involved.

4-16. Medical Examination of Remains (Autopsy). When a medical examination of remains is required or requested, identification specialists will coordinate the accomplishment thereof subsequent to or simultaneous with the identification processing. This will preclude delay and ensure that methods of identification may be included in the autopsy protocol. Follow NAVMEDCOMINST 5360.3 in disposing of organs removed during an autopsy. NAVMED P-5065, Autopsy Manual, also refers.

Chapter 5 - Mortuary Services

5-1. General. Mortuary services refer to all necessary supplies and services required in the removal, preservation, clothing, casketing, cremation, and inurnment of the remains of individuals eligible for DAP benefits. Mortuary services within the contiguous 48 United States are obtained through:

a. Annual fixed price requirement type contracts awarded to funeral directors servicing specified areas.

b. One-time contracts (individual purchase orders) negotiated by naval activities for deaths occurring outside areas served by an annual contract. The Chief of Naval Operations (CNO) has concurred in coordination required to accomplish one-time contracts.

c. Private arrangements made by the PNOK, subject to reimbursement limitations specified in paragraph 11-2.

NOTE: Annual contracts and one-time contracts may be negotiated for only primary services and may not include arrangements for secondary care which is the responsibility of the PNOK and for which an interment allowance is provided (chapter 11 refers).

5-2. Annual Contracts

a. Navy. Annual contracts may be awarded by naval activities within the 48 contiguous United States that anticipate a volume of 10 or more deaths per year. The format and use of the contract is a matter of joint interest and responsibility of COMNAVMEDCOM and NAVSUP. Appendix J is a copy of the current specification (modified for inclusion in this instruction). The schedule portion of the contract has been published in the Federal Acquisitions Regulation (FAR). OMA/NHs (appendix F) will act as the approving authority for establishing contracts within their area of responsibility, including personally inspecting the funeral establishment prior to selection to ensure that it meets the requirements of appendix D. Any deviation in the format of contracts must be approved by the Federal Acquisitions Regulation Committee, subject to interdepartmental program action. Contracts are awarded on a fiscal-year basis. Bids or offers for annual requirements for the next fiscal year are solicited in April and awarded prior to 1 October. Submit a copy of all contracts to COMNAVMEDCOM (MEDCOM-332) no later than 1 October.

b. Army and Air Force. Whenever practical, naval activities will use annual contracts awarded by the Army or Air Force for care in a geographical area served by such a contract. The OMA/NH will

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identify, in the Army or Air Force contract format, naval activities that may use the services. If not specifically identified, a naval activity may request aid from an Army or Air Force activity when required. Naval activities requesting such aid will furnish appropriation data (par. 11-5) for direct citation by the Army or Air Force activity in payment of authorized primary expenses. Secondary (interment) expenses are paid by the Navy as outlined in paragraph 11-2c.

5-3. One-Time Contracts (Individual Purchase Orders). When annual contracts, including those of the Army and Air Force, are not in effect in an area, obtain necessary supplies and services through negotiation of a one-time contract per current NAVSUP procurement directives. Use the specification portion of the contract as a general guide to identify services and supplies obtained under this method (See note under par. 5-1.). Amounts authorized to obtain primary care by this method are negotiable and are not limited to amounts reimbursable to a PNOK making private primary care arrangements. Confirm arrangements made in purchase order agreements by message to the funeral home with COMNAVMEDCOM as information addressee.

5-4. Private Arrangements by Primary Next of Kin. When private arrangements are made by the PNOK, advise the PNOK to mail one copy of disposition instructions to COMNAVMEDCOM (MEDCOM-332) for record purposes.

a. If the PNOK indicates a desire to make private arrangements for necessary services and supplies, fully apprise the PNOK of the services and supplies available through Navy sources (annual contracts or one-time contracts) and of reimbursement limitations when private arrangements are made (pars. 11-2 and 11-3 refer). Tactfully encourage the PNOK to allow Navy to make all necessary arrangements since greater benefits can be furnished through procedures outlined in paragraphs 5-2 or 5-3.

b. The stated desire of the PNOK is required in the orderly disposition of remains. Format such a statement as follows:

(1) I desire the U.S. Government to
 (desire) (do not desire)
 assume responsibility for the care, preparation, and transportation
 of the remains of John A. Doe, Jr. HMC, United States Navy,
 (Name, Grade or Rate, and Branch of Service)
 123-45-6789
 (Social Security Number)

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(2) The remains are to be consigned to the Forest Lawn
 (Name of
Funeral Home at 123 Easy Street, Anywhere, USA
 Funeral Home or National Cemetery) (Address)
12345, 901-555-555. (If remains are consigned to a fun-
 (Zip Code) (Telephone Number)
 eral home, add) for interment in Memorial Gardens.
 (Name of Cemetery)

(3) I have been advised of the decedent affairs program benefits and of the amounts for which I may claim reimbursement. I understand that all expenses incurred for funeral and interment services are my responsibility, subject to reimbursements as allowable by the U.S. Government.

S/JOHN A. DOE, Sr.
 (Signature of PNOK or Designee)
Father
 (Relationship to Deceased)

c. When proffered services are refused, ask the PNOK to sign the following statement: I have been advised of decedent affairs program benefits and of the amounts, for both primary and secondary expenses, that I may claim reimbursement. I desire to make private arrangements and I am therefore refusing services that could have been provided by the Government.

d. When the PNOK has completed funeral arrangements prior to receipt of notification of death by naval authorities, the statements outlined in paragraphs 5-4b(1), (2), (3), or 5-4c are not applicable. Follow chapter 11 to reimburse the individual defraying the expenses.

e. When death occurs in a location outside the 48 contiguous United States, paragraph 5-4b(1) may not be applicable since the Government's help in the return of remains is usually desired.

5-5. Authorized Items. The following services and supplies are those most generally required in properly caring for eligible deceased personnel. Do not delay removal and preparation, paragraphs 5-5b and c, while awaiting PNOK desires in acceptance of proffered services or when undue delay is evident in locating or designating a PNOK.

a. Notifications and Confirmations. Notifications, confirmations, or related matters concerning the deceased are normally chargeable to communication funds; however, when these funds are

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not conveniently available to pay for a necessary DAP communication, decedent affairs funds may be charged. This includes commercial telegrams, cables, and telephone calls.

b. Removal. Removal of remains from place of death to designated mortuary establishment or Armed Forces activity.

c. Processing. Preparation of remains including standard preservation treatment, restorative treatment, cosmetology, and dressing or wrapping remains.

d. Casket. Including shipping container. If other than the standard size casket is used, the consignee should be advised by telephone of the exact outside dimensions of the casket and outer case.

e. Cremation. See chapter 7.

f. Urn. Includes engraving when indicated.

g. Clothing. Includes service dress blue uniform or, if not available for Marine Corps deceased, the appropriate winter service uniform, plus authorized accoutrements. Civilian attire is authorized upon specific request of the PNOK.

h. Flags

(1) General. The standard burial flag and plastic flag case to be presented to the PNOK (and to parent or parents if such are other than the PNOK (par. 2-3a(8) refers)) will be issued to the escort or will accompany remains, except for certain military prisoners (par. 2-3b(1)(n) refers). If the PNOK is other than the parent or parents and the PNOK arranges services which are not attended by the parent or parents, the escort will either return the parent's flag to the activity which was responsible for preparation and transportation of the remains, or will give the flag to the CACO assigned to aid the parent or parents. The activity responsible for issuance of flags will initiate appropriate procedures to ensure proper disposition of all flags issued.

(2) Flag for Draping Casket. A flag for draping the casket upon arrival at the destination common carrier terminal, or at a stopover point en route, will also be issued to the escort (par. 10-7a(2)(c)4 refers).

(3) Memorial Flag. A memorial flag may be presented to the PNOK when the remains of military personnel, eligible for Navy DAP

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benefits, are not recovered. Additionally, a flag of equal size is authorized for presentation to the parents if the PNOK is other than a parent of the deceased member.

i. Transportation. Includes common carrier air or rail, funeral coach, and other suitable closed vehicle furnished by a funeral director.

j. Escort. One escort is authorized to accompany remains or cremains of each military member. Escorts are authorized round trip common carrier transportation (one-way first class when necessary) to destination and return to place designated in orders. Escort duty performed in a duty status is on a per diem basis (JFTR U4100 - U4161 and chapter 10 refer).

k. Interment Allowance. See chapter 11.

l. Memorial Services Allowance. See paragraph 11-2c(2).

m. Funeral Directors' Services or Unusual Supplies. Those services or supplies necessary to fulfill specific naval requirements occasioned by exceptional circumstances outside the detail or scope of an existing annual contract or as authorized at the place of consignment.

Chapter 6 - Preparing and Reprocessing Remains

6-1. General. Preservative treatment of all remains should be started as soon as possible after death, especially remains to be transported by common carrier. The naval authority responsible for decedent affairs functions should maintain close coordination with appropriate military and civilian authorities to assure the prompt release and delivery of remains to the mortuary facility. Prepare all remains following approved high standards of the mortuary profession to assure that they are transported to the final destination in their most normal, life-like appearance.

6-2. Outside the 48 Contiguous United States. Geographical areas of responsibility for mortuary operations are as specified in local instructions (e.g., CINCPAC Instruction 5360.2 (NOTAL) and CINCUS NAVEUR/USCOM EASTLANT Instruction 5360.1K (NOTAL) implementing USEUCOM Directive 66-1 (NOTAL)). In areas not covered by one of the aforementioned instructions or by other written authority, contact COMNAVMEDCOM (MEDCOM-332).

a. Government Mortuaries. Government mortuary facilities are located at various places outside the 48 contiguous United States. They have responsibility for furnishing mortuary services for all eligible categories of military and civilian personnel specified in paragraph 2-3b. Government mortuaries are located:

(1) Navy Facilities

- (a) U.S. Naval Hospital, Guam
- (b) U.S. Naval Hospital, Naples, Italy
- (c) U.S. Naval Hospital, Guantanamo Bay, Cuba

(2) Army Facilities

- (a) Frankfurt, Germany
- (b) Kaiserslautern, Germany
- (c) Vicenza, Italy
- (d) Honolulu, Hawaii
- (e) Seoul, Korea
- (f) Ancon, Republic of Panama

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(3) Air Force Facilities

- (a) Lakenheath Air Base, England
- (b) Torrejon Air Base, Madrid, Spain
- (c) Helenikon Air Base, Athens, Greece
- (d) Camp Kinser, Okinawa, Japan
- (e) Clark Air Base, Philippine Islands
- (f) Yokota Air Base, Japan

b. Other Areas. When death occurs in areas not served by facilities listed in paragraph 6-2a, request aid from the senior naval command. In some areas, Department of State sources may have a capability to render advice or aid. The senior naval command may also be able to arrange airlift of remains from the place of death to a point where a Government mortuary (par. 6-2a), or commercial facility is available, or arrange for emergency dispatch of a qualified embalmer from an overseas Government mortuary to the place of death.

c. Refrigeration. Remains may be refrigerated for short periods pending arrival of a transportation vessel or arrival of the embalmer from a Government mortuary indicated in paragraph 6-2b. To minimize cellular deterioration, remains should be refrigerated above the freezing point, 36° to 40° Fahrenheit or 2.2° to 4.4° Centigrade.

d. DD 2064. When remains are transferred to another overseas activity or to a POE in the United States, three signed copies of the DD 2064, Certificate of Death (Overseas), must accompany the remains inside the transfer case. Failure to include the Certificate of Death may cause a serious delay in arrival of remains at the final destination and result in complaints from the family.

6-3. Within the 48 Contiguous United States. Processing of remains is arranged with civilian funeral directors per contracting procedures discussed in chapter 5. Appendix J contains Armed Forces Specifications for preservation of remains by contract funeral directors. These specifications will also be used as guidance in processing all deceased naval personnel.

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6-4b(3)

6-4. Preservation Guidea. Initial Preservation

(1) Unidentified Remains. When the identity of remains is not known, such remains will be treated only with a 1:3 solution of a commercially accepted cavity fluid. When identification has been accomplished and final identification conclusions reached, preparation will be completed.

(2) Identified Remains. The embalmer will be required to ascertain and comply with State, Federal, and local health and transportation laws concerning processing and transportation of remains. If not already known, the embalmer will contact responsible medical authorities to ascertain the cause of death before starting preservation. The condition of remains and cause of death determines the manner in which preservation is to be accomplished. Inasmuch as interment could, in some instances, be delayed for as much as 10 days, the technique of arterial injection of chemicals in the proper strength must be strictly observed to preclude putrefactive changes and odors (appendix J refers). Additionally:

(a) Adequately suture and seal lacerations, abrasions, and incisions to prevent leakage.

(b) There will be no distension or presence of gases in trunk cavities.

(c) Chemically bleach post-mortem discoloration stains to render them invisible.

(d) Destroy and remove maggots, other parasites, and their breeding media. Allot ample time to allow for dissipation of fumes from chemicals used in destroying parasites and larvae.

b. Supplemental Preservation. Supplemental preservation techniques include:

(1) Thorough aspiration of foreign material, and injection of proper embalming chemicals.

(2) Hypodermic injection of all unembalmed areas, using proper strength chemicals.

(3) Liberal application of hardening compound to charred or mutilated portions. Do not use hardening compounds when remains are to be returned to a POE in the U.S. for identification processing.

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6-6b(1)

(4) Application of chemical packs to localized areas.

(5) Immersion in embalming chemicals.

(6) Thorough spraying with a concentrated solution of commercial grade chemical type deodorant (nonmasking), as required.

(7) Washing remains with an approved disinfectant fluid. All orifices will be disinfected and closed with absorbent cotton.

6-5. Surveillance After Preservation. Regardless of the type of preservative treatment used, all remains will be given necessary post-embalming surveillance with additional preservative measures applied as necessary. Remains will not be shrouded nor dressed, nor placed in the transfer case or casket until this observation period has been completed. However, keep remains covered at all times except when preparation is being accomplished or when an examination is necessary.

6-6. Cosmetizing, Dressing, or Wrapping Remains

a. Outside the 48 Contiguous United States

(1) Cosmetics will not be applied nor will remains be dressed unless they are to be released to the PNOK for either local burial or a funeral service prior to being transported to a POE in the U.S. Remove clothing and cosmetics prior to release for transporting to the U.S.

(2) For transportation to a POE in the U.S., the face, neck, and hands will be given a light coat of emollient base cream. Wrap remains in a clean white cotton sheet and plastic sheeting. Burial clothing will be wrapped in plastic sheeting and secured in the transfer case. Nonviewable intact remains will be dressed at POE.

b. Within the 48 Contiguous United States

(1) Burial Within the 48 Contiguous United States. The contractor is responsible for either dressing remains in the clothing furnished or wrapping nonviewable remains in rubber or plastic sheeting and blanket furnished by the services. If remains are nonviewable and dressing is practicable, clothe in the uniform furnished; otherwise place the uniform over the enshrouded remains in a symmetrical and secure manner (par. 6-6c refers). Contractors must ensure satisfactory appearance, whether remains are dressed or wrapped.

6-6b(2)

6-7a(1)

(2) Transportation Outside the 48 Contiguous United States. Follow paragraph 6-6b(1) to accomplish cosmetizing, dressing, and wrapping of remains to be transported outside the 48 contiguous United States. A sealer type casket is required. Arrange transportation for remains and, if appropriate the escort, to the port of debarkation for accomplishment of inspection, reconditioning, and further transfer to the overseas POE in the locality designated by the PNOK. Upon arrival at the overseas POE, approved transportation may be arranged via common carrier directly to the location of the consignee.

c. Mutilated Remains. Neatly wrap mutilated nonviewable remains by spreading a blanket on the dressing table with opposing corners at the head and foot ends of the table. Cover the blanket with a white cotton sheet, followed by a sheet of polyethylene. Two strips of cotton will then be laid down the center of the polyethylene sheet and liberally sprinkled with hardening compound. (Hardening compound and cotton wrapping will not be used when remains are to be returned to a U.S. POE for further identification processing.) Lay remains on the cotton strips that have been coated with hardening compound and cover remains with additional cotton strips. Wrap the polyethylene sheet around the remains and the white cotton sheet around the polyethylene sheeting. The blanket will then be wrapped over the white cotton sheet and secured by large safety pins placed no more than 8 inches (20.0 cm) apart. An appropriate uniform will then be placed symmetrically on top of the remains.

6-7. Burial Clothing and Accoutrements. Suitable (new or in near new condition) burial clothing, accoutrements, and religious or fraternal insignia will be obtained and transmitted to the funeral director or mortuary responsible for preparing remains. When required suitable items of clothing, insignia, etc., are not available for individuals who die outside the 48 contiguous United States, information, with size estimates, will be furnished the U.S. POE as soon as possible ensuring that port personnel can expeditiously obtain the items. Clothing and accoutrements authorized for burial are:

a. Navy and Marine Corps Members

(1) The service dress blue uniform, or if not available for Marine Corps deceased personnel, the appropriate winter service uniform (including cap and shoes if requested or required) plus underwear and hose. Authorized insignia, devices, badges, and decorations will also be provided. Items will be obtained as follows:

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(a) Withdrawn from the deceased person's personal effects provided items are in a serviceable (new or near new) condition. Clothing will be washed or dry cleaned, chargeable to DAP funds.

(b) If a complete and presentable uniform is not among the personal effects of the deceased person, purchase necessary uniform items specified above from the Navy Retail Clothing Store, Navy Exchange Uniform Shop, Marine Corps Clothing Store, or commercial sources when not otherwise available. Insignia, devices, badges, and decorations for officers and enlisted may be purchased either from the base exchange or from commercial sources. White gloves may be obtained for damaged hands. All purchases will be charged to DAP funds.

(2) When requested by the PNOK, remains may be attired in a white uniform or civilian clothing consisting of appropriate outer clothing, underwear, hose, and if specifically requested, shoes. Items of clothing in the individual's possession at time of death should be used if available and in satisfactory condition.

(3) When enlisted personnel have reverted from commissioned officer or warrant officer status, an officer or warrant officer uniform, as appropriate, may be provided if the PNOK so desires. The individual's uniform may be used, if appropriate, with proper braid and insignia added. Insignia of individual's grade will be consistent with the highest active duty or Reserve officer or warrant officer grade attained by the deceased. If the PNOK desires to furnish a uniform not currently authorized, that uniform is acceptable burial dress provided it was authorized during the period the member was in an officer or warrant officer status.

b. Army and Air Force Members. Necessary clothing and accoutrements for deceased Army and Air Force personnel will be obtained from the nearest Army or Air Force installation or through local purchase when authorized by those services.

c. Civilian Employees. Clothing authorized for burial of eligible civilian employees consists of suitable outer clothing, underwear, hose, and if requested or required, shoes. Clothing in the individual's possession at time of death will be used when available and suitable.

d. Enemy Prisoners and Aliens. Clothing for eligible enemy prisoners and aliens consists of a suitable U.S. military uniform (from which all decorations, insignia, or other evidence of member-

6-8

6-9b

ship in the armed services of the United States have been removed), underwear, and hose; or suitable civilian clothing.

6-8. Placement of Remains in Casket or Transfer Case

a. Death From Contagious or Communicable Diseases. When death was the result of a contagious or communicable disease, remains, after embalming, will be placed immediately in a transfer case or specification casket. The transfer case or casket, as appropriate, will be closed immediately and a gummed label, 2" x 4" (5.0 x 10.0 cm), marked "CONTAGIOUS", will be affixed to the outside of the receptacle at the head end. (Information concerning diseases considered contagious may be obtained from local or State health officials.) Caskets should also be tagged on nonviewable remains. Include this information in transportation messages to consignee.

b. Death From Other Causes. Place remains in a specification casket or transfer case in a manner that will create an appearance of rest and composure. Take precautions to ensure maintenance of position during transit.

c. Remains Returned in Transfer Case. Each remains to be returned in a transfer case will be wrapped in a white cotton sheet plus a second wrapping in a polyethylene cover (either a bag, plastic (NSN 9930-00-927-4569 (DGSC)) or plastic sheeting, (NSN 8135-00-584-0610 (GSA)) and sealed with 2-inch (5.0 cm) pressure sensitive tape (NSN 7510-00-852-8180), or heat sealed.

d. Consignment to an Overseas Area From a Point in the U.S. When preparation and encasement has been arranged by the PNOK, emphasize that a sealer type casket is required for remains consigned to an overseas area from a point in the U.S. Paragraph 9-3g refers to use of a transfer case.

6-9. Caskets. Refer to appendix J for current specifications.

a. Standard Size. The standard size casket is 18 gauge Silvertone metal sealer, cut top. Inside dimensions will not be less than 78" (1.98 m) in length, measured from the inner surfaces of the end panels and 23" (58.4 cm) in width, measured between the inner surfaces of the side panels.

b. Oversize. The oversize casket is 18 gauge Silvertone metal sealer, cut top. Inside dimensions will not be less than 81" (2.06 m) in length, measured from the inner surfaces of the end panels and 25" (63.5 cm) in width, measured between the inner surfaces of the side panels.

6-10

6-12

6-10. Reprocessing at U.S. POE. Any discrepancies in preservation by an overseas activity will be reported to COMNAVMEDCOM (MEDCOM-332) on DD 2062, Record of Preparation and Disposition of Remains (Outside CONUS), with a copy to the overseas activity responsible for preparation of remains. Reprocessing at POE will include:

a. Removal of body from the transfer case and examination for uniformity and completeness of preservation.

b. Removal of all shrouds to accomplish surveillance for identification. Includes thoroughly examining remains and comparing physical characteristics against information in accompanying documents and documents on hand, specifically noting the name tag affixed to the remains. Any discrepancies observed in this examination must be resolved in coordination with COMNAVMEDCOM prior to release of remains.

c. Accomplishment of additional preservative treatment and restorative art work.

d. Cosmetizing, dressing, and casketing remains returned in a transfer case.

6-11. Inspection of Remains, Casket, and Shipping Container in the U.S. The DAO is responsible for expediting arrangements for transportation of deceased personnel to destination and for ensuring that required timely inspections are made. This responsibility includes appropriate arrangements for availability at all times, including Saturdays, Sundays, and holidays, of personnel qualified to perform inspections of services and supplies. Use the reverse of DD 2062 or DD 2063 as a checklist guide for inspection of remains and casket.

6-12. Acceptance of Supplies and Services. Before acceptance of supplies and services, and before delivery or release for transportation of remains is authorized, the DAO will personally ensure that all supplies and services furnished by the contract funeral director meet current Navy specifications.

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-

7-5b

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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.

8-2f

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/SUE JONES
(Signature of Witness)

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

(Address)
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 Fast 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 CASKET 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.

8-6b(3)(b)

8-6b(3)(b)

Date: 1 July 1986

Mr. John A. Smith, Sr.
 (Title and Name of PNOK or SNOK)
123 Fast Street
 (Address)
Anytown, USA 12346
 (Address)

Dear Mr. Smith :
 (Title and Last Name)

On the twenty ninth of June 1986, the cremains of your son
 (Date) (son,
 _____ were consigned to the sea off the coast
 husband, father, etc.)
 of Florida. An aircrewman assigned to the
 (State or other location)
VP-32, NAS Jacksonville, FL committed the ashes to the deep
 (Organization)
 following your instructions and U.S. Navy Regulations at Lati-
 tude 10 degrees, 20 minutes South
 (Number) (Number) (North/South)
 and Longitude 20 degrees, 30 minutes East.
 (Number) (Number) (East/West)

Due to operational commitments and shortage of aircraft, we could not use a photographer as you requested. 1/

Enclosed are a flag and a chart of the area depicting the exact position of the burial ceremony. We who participated in the ceremony felt deeply the solemnity of the occasion and were keenly aware of the privilege of serving on your behalf. Please accept my personal warm regards and sincerest sympathy in your great loss.

Sincerely,

S/B. J. BEARING
 (CO or OMA/NH Representative)

Commanding Officer
 (Title of Individual Signing)
VP-32, NAS, Jacksonville, FL 54321
 (Address)

8-7

8-8c

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.

8-8d

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)49-2b(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 (COMNAVMECOM).

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 (COMNAVMEDCOM).

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).

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 COMNAVMEDCOM (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 is authorized and directed to furnish (insert appropriate activity) 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.

10-8

10-11

10-8. Stopover Time

a. 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

10-11

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.

Chapter 11 - Payments and Collections

11-1. General. This chapter sets forth appropriation data, authorized payments, and related procedures under the DAP. Reference, as appropriate, should be made to the definitions in paragraph 1-4 as well as procedures and other information in current directives and manuals of NAVCOMPT, COMNAVSUPSYSCOM, and CMC.

11-2. Amounts Allowable

a. Primary Expenses. If the PNOK desires to make arrangements for disposition of remains rather than use services of the Department of Defense, or the PNOK has completed arrangements before DOD services are offered, the following are allowable toward primary expenses:

(1) In an area where an Armed Forces contract or mortuary was available but not used, an amount not to exceed what procurement would have cost the Navy. In computing the amount payable, all costs which would have been incurred by the Navy, over and above the contract expenses, are also allowable.

(2) In an area where an Armed Forces contract or mortuary was not available, the actual cost or an amount not to exceed \$750 (effective 1 July 1980), whichever is the lesser.

b. Transportation Expenses. When the PNOK arranges for transportation of the remains, reimbursement may be made in an amount not to exceed what transportation would have cost the Government. If the Navy arranges for transportation and final destination cannot be reached by common carrier, reasonable costs may be allowed for supplemental transportation by funeral coach or other suitable vehicle.

c. Secondary (Interment) or Memorial Expenses

(1) Secondary Expenses. The following allowances may be made toward secondary expenses actually incurred by the PNOK for eligible deceased personnel (paragraph 2-3b(1) refers).

(a) Burial in a private cemetery:

1. On or after 1 July 1974 through 30 September 1978 - Actual cost or an amount not to exceed \$700, whichever is the lesser.

2. On or after 1 October 1978 through 31 December 1982 - Actual cost or an amount not to exceed \$900, whichever is the lesser.

11-2c(1)(a)3

11-2c(2)

3. On or after 1 January 1983 through 30 September 1985 - Actual cost or an amount not to exceed \$1400, whichever is the lesser.

4. On or after 1 October 1985 and until further notification - Actual cost or an amount not to exceed \$1750, whichever is the lesser.

(b) Burial in a national (or other Federal Government) cemetery or committal at sea after being consigned to a funeral director selected by the PNOK:

1. On or after 1 July 1974 through 30 September 1978 - Actual cost or an amount not to exceed \$450, whichever is the lesser.

2. On or after 1 October 1978 through 31 December 1982 - Actual cost or an amount not to exceed \$475, whichever is the lesser.

3. On or after 1 January 1983 through 30 September 1985 - Actual cost or an amount not to exceed \$950, whichever is the lesser.

4. On or after 1 October 1985 and until further notification - Actual cost or an amount not to exceed \$1180, whichever is the lesser.

(c) On or after 1 July 1974 and until further notification - Actual cost or an amount not to exceed \$75, whichever is the lesser when remains or cremains are consigned:

1. Directly to a national (or other Federal Government) cemetery, or

2. To a naval activity or ship for committal at sea.

(2) Memorial Expenses. Memorial services expenses, as defined in paragraph 1-4g, are allowable for nonrecovered eligible deceased naval personnel (paragraph 2-3b(1) refers) whose determination of death is on or after 1 January 1961. A claim for payment or reimbursement may be allowed only if presented within 2 years after notification to the PNOK of the date of death. For adjudication and payment, the PNOK should submit receipted invoices or a certified claim, original and 4 copies, to the OMA/NH (appendix F) in whose area the memorial services were held. Payment or

11-3

11-3b

reimbursement is authorized for the actual cost or an amount not to exceed \$1180, whichever is the lesser.

11-3. Payment and Reimbursement of Authorized Expenses, Except Dependents

a. General

(1) When the Navy has arranged for primary services and transportation, a claim for payment of the supplemental transportation charges may be submitted, in quintuplicate, by the final destination funeral director to the OMA/NH (appendix F) having geographic responsibility for area wherein burial takes place.

(2) DD 1375, Request for Payment of Funeral and/or Interment Expenses (appendix G) is provided to the PNOK (or PNOK's designee) to claim either reimbursement or payment for primary, transportation, and secondary expenses when Government services were not used. The DD 1375 will also be used to claim the secondary allowance when the Navy has arranged for primary services and transportation. After completion of Part I, the following responsible activities will give the form to the escort who will present it to the PNOK or, if appropriate, the CACO (see paragraph 10-7a(2)(e)3):

(a) For Navy personnel within the 48 contiguous United States, the Navy activity which provided the services or arranged for further transportation of remains received from overseas, or by the OMA/NH (appendix F) servicing the area where death occurred.

(b) For Navy personnel outside the 48 contiguous United States, the activity responsible for providing DAP services.

(c) For Marine Corps personnel, the Commandant of the Marine Corps (MHP-10) (a DD 1375 is provided in the CACO packet).

b. Government Services Used. When the Navy arranges for primary services and transportation, submit claims for payment or reimbursement of secondary expenses or supplemental transportation expenses to the OMA/NH servicing the area of interment and, as indicated in item 2 of the DD 1375, to the activity in the area of burial which has authority for local payment; or to COMNAVMEDCOM (MEDCOM-332), as appropriate (subparagraph 11-3c refers). Amounts allowable will be paid to the designee indicated in item 17a, DD 1375 (appendix G).

11-3c

11-3c(2)(g)

c. Government Services Not Used

(1) Deaths in the 48 Contiguous United States or Alaska.
For adjudication and payment of:

(a) Primary expenses and transportation cost to common carrier terminal at final destination, forward claims to the OMA/NH (appendix F) servicing the area where death occurred.

(b) Secondary allowances and supplemental transportation costs, forward claims to the OMA/NH servicing the area of the interment.

(2) Deaths Outside the 48 Contiguous United States and Alaska. The following activities are authorized to make local payment of expenses incurred in areas under their jurisdiction:

(a) Commanding Officer, U.S. Naval Hospital, FPO Miami 34051 for services rendered in Puerto Rico, Virgin Islands, and other Caribbean islands.

(b) Commanding Officer, Naval Medical Clinic, Box 121, Pearl Harbor, HI 96860 for services rendered in Hawaii, Midway Island, and the Central Pacific basin.

(c) Commanding Officer, U.S. Naval Hospital, FPO San Francisco 96652-1600 for services rendered in Afghanistan, Bangladesh, Hong Kong, India, Nepal, Pakistan, the Philippines, Southeast Asia, Sri Lanka, and Taiwan.

(d) Commanding Officer, U.S. Naval Hospital, FPO San Francisco 96630-1600 for services rendered in New Zealand and Guam.

(e) Commanding Officer, U.S. Naval Hospital, FPO Seattle 98765-1600 for services rendered in Japan, Korea, and Okinawa.

(f) Commander, Naval Medical Command, European Region, P.O. Box 22, FPO New York 09510-3100 for services rendered in the European Region.

(g) In all other areas not enumerated and outside the 48 contiguous United States and Alaska, forward claims to COMNAVMED COM (MEDCOM-332).

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11-4c

11-4. Transportation Expenses, Military Dependents

a. Defrayed by Member. When an active duty member has paid for transportation of remains of a dependent who is entitled to transportation costs enumerated in paragraph 9-3a(4), the following reimbursement procedures apply:

(1) Member's PSD office will aid member in preparation of claim using DD 1375, Request for Payment of Funeral and/or Interment Expenses. The claim should be supported by a copy of the civil or military death certificate and copies of documents attesting to payment, i.e., receipted bills, cancelled checks or tickets, etc. The civil death certificate should be used wherever possible.

(2) In addition to the above documents, the member's PSD office will also attach a statement attesting to the eligibility of the dependent: This is to certify that HMI John Doe, 123 45 6789 USN, was in an active duty status at the time of his dependent's death. John Doe, Jr. was his bona fide dependent.

(3) Submit all reimbursement claims to the OMA/NH servicing the area in which benefits were provided (appendix F). The amounts payable will be those set forth in paragraph 11-2b.

b. Defrayed by Funeral Director. When a funeral director has defrayed the transportation costs, reimbursement procedures set forth in paragraph 11-4a apply, except that a statement from the funeral director showing transportation charges should be substituted for the documents enumerated in paragraph 11-4a(1) that attested to payment. The active duty member will indicate on the DD 1375, Request for Payment of Funeral and/or Interment Expenses, that payment is to be made to the funeral director. The amounts payable are those set forth in paragraph 11-2b.

c. Arranged by a Military Activity. Claims for payment or reimbursement of supplemental transportation charges (paragraph 9-3b refers) will be forwarded to the OMA/NH servicing the area in which burial is made. When only local transportation is required, payment may be made directly to the funeral director upon presentation of an invoice to the OMA/NH servicing the area in which transportation was initiated. When supplemental transportation is required in conjunction with long distance transportation, payment or reimbursement for the supplemental portion of transportation charges may be made by the OMA/NH servicing the area in which the transportation was initiated. A casualty message and transportation of remains message is required per paragraphs 3-2 and 3-3.

11-5

11-6c

11-5. Decedent Affairs Program Allotments

a. Navy Allotment. Authorized DAP expenses are chargeable to the special open allotment held by COMNAVMEDCOM for this purpose. In circumstances involving reimbursable transactions, costs may also be initially charged to the open allotment subject to reimbursement. The allotment may be charged by any Navy or Marine Corps activity assigned procurement or payment responsibility. Army and Air Force activities may also charge the allotment when arranging for authorized supplies and services at the request of a naval activity. Accounting data is on the following page.

b. Army and Air Force Allotments. When a naval activity obtains or provides services, supplies, transportation of remains, or travel of an escort at the request of an Army or Air Force activity, make initial charges against the Army or Air Force appropriation furnished by the requesting activity (chapter 15 and appendix K refer).

c. Funds of Other Government Agencies. Purchases or supplies provided from Navy resources may be initially charged against Navy DAP funds subject to reimbursement or, if the requesting Government agency concurs, may be referred directly for payment or charged to the agency's funds.

11-6. Collection Actions

a. From Army and Air Force. Collections from the Army and the Air Force should not be necessary since direct charging of Army and Air Force funds is authorized.

b. From Government Agencies Other Than Army and Air Force. COMNAVMEDCOM is responsible for collection actions relative to decedent affairs services furnished on behalf of other Government agencies. The activity initially charging DAP funds will report costs of services and supplies to COMNAVMEDCOM (MEDCOM-332). Reporting, in quadruplicate, will be made on DD 1149, Requisition and Invoice/Shipping Document, or MED 5360-8, Costs of Services and Supplies, as appropriate.

c. From Individuals. Charges for services and supplies furnished individuals not entitled, at Government expense, to benefits of the DAP will be collected locally. Do not hold remains at an overseas location pending resolution of collection action. Forward to COMNAVMEDCOM (MEDCOM-332) a copy of the DD 1149, prepared for collection of such funds from individuals, and a copy of DD 2065. If an activity is unable to collect at the time mortuary services and supplies are provided, the command concerned will make

ACCOUNTING CLASSIFICATION FOR DECEDENT AFFAIRS PROGRAM EXPENSES

<u>APPROP.</u>	<u>SUB- HEAD</u>	<u>OBJ.** CLASS</u>	<u>BCN</u>	<u>SA</u>	<u>AAA</u>	<u>II</u>	<u>PAA</u>	<u>COST CODE</u>	<u>PURPOSE</u>
17*1804	188M	000	00018	M	000179	20	LNE000	990030000LNE	Escort Travel Expenses
17*1804	188M	000	00018	M	000179	20	LNF000	990030000LNF	Trans. of Deceased - MAC
17*1804	188M	000	00018	M	000179	20	LNG000	990030000LNG	Trans. of Deceased - Comm. Air
17*1804	188M	000	00018	M	000179	20	LNJ000	990030000LNJ	Trans. of Deceased - Inland Carrier
17*1804	188M	000	00018	M	000179	20	LNL000	990030000LNL	Trans. of Deceased - Other***
17*1804	188M	000	00018	M	000179	20	LNQ000	990030000LNQ	Mortuary Services
17*1804	188M	000	00018	M	000179	20	LNT000	990030000LNT	Supplies, Clothing, and Civil Death Certificate (par. 11-9) 1/

* The third digit in the appropriation reflects the last digit of fiscal year, e.g., "6" for 1986 and "7" for 1987, etc., current at time claim is approved for payment.

** Refer to NAVCOMPTMAN 027003 for appropriate Expenditure Category Codes when the disbursement or collection involves a foreign or United States contractor abroad.

*** When retired members die while properly admitted to a military hospital, refer to paragraph 2-3b(1)(m).

1/ For ordering on MILSTRIP documents from DLA sources, use "00018" as Requisitioner, the requesting activity's UIC in Supplementary Address, Signal Code "J", and Fund Code "PF".

11-6c(1)

11-8a

local arrangements for collection. If payment is not received within a reasonable length of time, report the circumstances to COMNAVMEDCOM (MEDCOM-332) at the telephone numbers listed in paragraph 4-3a and continue to seek recoupment. Following are applicable charges for the services indicated:

(1) For mortuary and embalming supplies when a blanket, plastic or rubber sheeting is not required, \$9.00.

(2) For mortuary and embalming supplies when a blanket, plastic or rubber sheeting is furnished, \$23.00.

(3) The delivered cost of the casket and shipping container, if these items are used from Navy stock in the command. When a U.S. POE transports a casket or container to an overseas command for a specific local burial, cost of shipment to the overseas area will also be included.

(4) Any charges incurred to comply with local laws and customs.

d. Appropriation to be Reimbursed. Deposit funds collected to appropriation:

17+1804.1880 007 00000/0 000179 3C 0_ _ _ _ * CZ1111

+ Third digit reflects fiscal year being reimbursed, e.g., "6" for 1986 or "7" for 1987, etc.

* Insert 5 digit unit identification code (UIC) of activity depositing reimbursement.

11-7. Reporting Expenses. Activities incurring expenses in connection with disposition of remains of Navy and Marine Corps personnel need not report such expenses to COMNAVMEDCOM, except as required on DD 2062 and DD 2063 (Report control symbol MED 5360-3 applies.). In arranging for disposition of remains of other services personnel, activities obtaining services and supplies from commercial sources (chapter 15 refers) will forward a letter report, MED 5360-3, Report of Disposition and Expenditures - Human Remains, to the deceased member's service showing costs for which its funds have been cited.

11-8. Autopsies - Payment for

a. General. Except as specified in subparagraphs 11-8b and c, payment will be charged to operation and maintenance funds of the responsible activity when it becomes necessary to engage the ser-

11-8b

11-9

VICES of a civilian pathologist, incur transportation costs, per diem, or other related expenses to conduct an autopsy to determine the cause of death for record purposes.

b. Aircraft Accidents. As specified in BUMEDINST 6510.6B (NOTAL), charges for services of civilian pathologists are properly payable from Medical Department funds for aircraft accident victims. Bills covering professional fees should be submitted for settlement to COMNAVMEDCOM (MEDCOM-332) via the naval activity ordering the services.

c. Coroner Involvement. The Comptroller General of the United States has ruled that Federal funds cannot be expended for the purpose of reimbursing public officials for services rendered or for expenses incurred in the performance of their official duties, when such duties are performed per a requirement imposed by State or local law. Accordingly, the cost of autopsies ordered by local civil authorities, regardless of reason for ordering, is not chargeable to Federal appropriations. However removal expenses, the cost of removing a body from the place of death and keeping it until released to the entity responsible for disposition, may be chargeable as a DAP expense (paragraph 9-3f(1)(a)1 refers).

11-9. Civil Death Certificates. When required for DAP purposes, the cost of civil death certificates is chargeable under Cost Code 990030000LNT (paragraph 11-5a refers). Civil death certificates are not routinely furnished to the NOK. If one is desired, a copy may be requested directly from the appropriate State Bureau of Vital Statistics.

Chapter 12 - National Cemeteries

12-1. General

a. Jurisdiction. Except for Arlington National Cemetery and the exceptions noted in paragraph 12-9, national cemeteries are under the jurisdiction of the Chief Memorial Affairs Director, Department of Memorial Affairs, Veterans Administration, Washington, DC 20420. See paragraph 12-3 regarding application for burial in a national cemetery.

b. Types of Cemeteries. National cemeteries are classified as:

(1) Open (Active) - Those currently having grave spaces available.

(2) Closed (Inactive) - Those not having grave spaces available.

(3) New (Inactive) - Those planned but not yet opened.

12-2. Eligibility for Intermenta. Open National Cemeteries, Except Arlington

(1) Remains of the following naval or former naval members may be buried in any open national cemetery except Arlington (subparagraph 12-2b refers to the exception). If further information is needed concerning eligibility or availability of space, the Assistant Director for Operations, (41A), Department of Memorial Affairs at the address listed in paragraph 12-1 should be contacted.

(a) Any member of the Navy or Marine Corps who was serving on active duty at time of death (other than active duty for training) or a former member who was discharged under conditions other than dishonorable (as determined by the Veterans Administration).

(b) Any member of a Navy or Marine Corps Reserve organization whose death occurred under honorable conditions while the individual was:

1. On active duty for training (including authorized travel to or from active duty training).

2. On inactive duty training (including authorized travel to or from such training).

12-2a(1)(b)3

12-2b(1)(a)

3. Hospitalized or undergoing treatment at the expense of the Government for injury or disease incurred or contracted during the period covered by 12-2a(1)(b)1 or 2.

(c) Members of the Naval Reserve Officers' Training Corps whose deaths occurred under honorable conditions while they were:

1. Attending an authorized training camp or an authorized training cruise.

2. Performing authorized travel to or from that camp or cruise, or

3. Hospitalized or undergoing treatment at the expense of the United States for injury or disease incurred or contracted under circumstances enumerated in 12-2a(1)(c)1 or 2.

(2) The surviving spouse and minor children of individuals covered in 12-2a(1)(a), (b), and (c).

(3) At the discretion of the Chief Memorial Affairs Director, Department of Memorial Affairs, Veterans Administration, Washington, DC 20420:

(a) Unmarried adult children of eligible individuals may be buried in any open national cemetery, except Arlington, if they were totally disabled, either physically or mentally, prior to attaining the age of 21.

(b) Unremarried widows or widowers of eligible deceased members whose remains were either lost at sea or buried at sea not at their own volition, or who were officially determined missing or missing in action and subsequently administratively declared dead for the purpose of terminating missing or missing in action status.

b. Arlington National Cemetery. Arlington National Cemetery is under the jurisdiction of the Department of the Army. Inquiries should be directed to the Superintendent, Arlington National Cemetery, Arlington, VA 22211, telephone 202-695-3250 or 3253. The Superintendent's office is open from 0730 to 1600 hours, Monday through Friday, and from 0830 to 1230 hours on Saturdays. Depending on the holiday, working hours differ.

(1) Remains

(a) Burial of casketed remains (versus inurned remains) is limited to the following naval or former naval members:

12-2b(1)(a)1

12-2b(2)(a)1

1. Any member of the Navy or Marine Corps serving on active duty at time of death (other than active duty for training).

2. Any retired member of the Navy or Marine Corps carried on a Service Retired List and eligible to receive compensation as a result of service in the Navy or Marine Corps, including members of the Fleet Reserve.

3. Former members of the Navy or Marine Corps whose last active military service terminated honorably and who have been awarded one or more of the following:

a. The Medal of Honor, Navy Cross, the Silver Star, or the Purple Heart.

b. Thirty percent or more service connected disability prior to 1 October 1949.

(b) In addition to those individuals enumerated in 12-2b(1)(a), burial of casketed remains (versus inurned cremains) in Arlington National cemetery is also authorized for the following under the circumstances enumerated:

1. The spouse, minor children and, at the discretion of the Secretary of the Army, unmarried adult children of any individual listed in paragraphs 12-2b(1)(a)1, 2, or 3.

2. The spouse, minor children and, at the discretion of the Secretary of the Army, unmarried adult children who survived any person already buried in Arlington National Cemetery.

3. When minor children or unmarried adult children are already buried in Arlington National Cemetery based on eligibility derived from a parent, either or both parents may be buried there also.

(2) Cremains

(a) Cremains of individuals enumerated in 12-2b(1) may either be buried in Arlington National Cemetery under the circumstances listed or, upon request of the PNOK, may be interred in the Columbarium of the Arlington National Cemetery. In addition to those individuals enumerated in 12-2b(1), ashes of the following may also be interred in the Columbarium.

1. Any member or former member (veteran) of the Navy or Marine Corps whose last active military service terminated honorably.

12-2b(2)(a)2

12-3g

2. The spouse, minor children and, at the discretion of the Secretary of the Army, unmarried adult children of a Navy or Marine Corps member or former member.

c. Closed Cemeteries. Any individual enumerated in paragraphs 12-2a and 12-2b may be buried in a closed cemetery provided:

(1) The individual was preceded in death by an eligible spouse or other dependent who was interred in that closed cemetery, and

(2) A reservation was made at the time of the preceding death for burial of eligible survivor(s), or

(3) Remains can be placed in the same grave if a reservation was not made, or

(4) The individual has been cremated and the PNOK desires burial in one of the closed cemeteries that accept cremains for burial (see paragraph 12-9b).

12-3. Application. When the PNOK of one of the individuals listed in paragraph 12-2 requests burial in a specific national cemetery, the activity which has or had custody of remains for DAP purposes will forward the following information by telephone and message to the office of the national cemetery selected for interment (see paragraph 12-9), with information copies to the CACO (if known); the OMA/NH servicing the area of the residence of the PNOK; and COM NAVMEDCOM (MEDCOM-332). Requests transmitted by telegram should include the line items of information in the following subparagraphs a through k:

a. Decedent's name, social security number, and branch of service.

b. Grade or rate held at time of death and highest grade or rate held during service.

c. Date of entry on active duty and present duty status.

d. Place and date of birth.

e. Place and date of death.

f. Personal decorations.

g. Name, address, and relationship of PNOK requesting authority for burial.

12-3h

12-4b(2)(c)

h. Date and time interment services requested.

i. Type of funeral service desired. When Catholic burial services are desired in connection with interments at Arlington National Cemetery, the command Catholic chaplain or local priest should provide an additional message stating that the deceased is entitled to Catholic services.

j. Type of honors desired - Simple or full military honors.

k. State to be inscribed on Government headstone. If State is requested, inscription will be at private expense.

When remains are consigned to a funeral home, the consignee will coordinate desired PNOK arrangements with the superintendent or director of the national cemetery.

12-4. Military Honors

a. General. Military honors for interment in national cemeteries is a responsibility of the member's service. Honors, religious services, and transportation for the PNOK to attend services at Arlington National Cemetery are coordinated by the Superintendent with the office of the Commander, Naval Military Personnel Command (COMNAVMIIPERSCOM) or the Commandant of the Marine Corps (MHP-10), as appropriate.

b. Instructions relating to honors are contained in the following:

(1) Navy

(a) MILPERSMAN 4210240, 4210280 and 4210290.

(b) NAVREGS, Articles 1088, 1089, and 1090.

(c) NAVPERS 15555A, Naval Military Funerals.

(2) Marine Corps

(a) MARCORCASPROCMAN.

(b) Marine Corps Drill and Ceremonies Manual (NAVMC 2691), chapter 19.

(c) NAVREGS, Articles 1088, 1089, and 1090.

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12-8b

12-5. Vaults, Liners, and Containers. A metal, asphalt, or concrete vault or grave liner at private expense is authorized but is not specifically required. Contractual arrangements must be made by the PNOK for purchase and delivery of such units to the cemetery. The superintendent or director of the cemetery must be notified of the outside dimensions of the vault in sufficient time to prepare the proper size grave. The contractor furnishing the vault must also furnish necessary equipment and personnel for placing the vault in the grave prior to the funeral services and for placement of the vault lid after the burial services. Any questions on this subject should be referred to the appropriate cemetery director or superintendent.

12-6. Viewing Remains. Facilities are not available for viewing remains at national cemeteries. If a PNOK desires to schedule a viewing prior to interment in a national cemetery, remains must be consigned to a local funeral director serving the area where the cemetery is located.

12-7. Schedule of Interments. Interments will not be made on Saturdays, Sundays, or holidays, unless it can be conclusively established that extraordinary circumstances exist making it imperative that interment is accomplished prior to a regularly scheduled work day. The director or superintendent of the cemetery concerned will take necessary action in obtaining approval from higher headquarters in such instances.

12-8. Transportation

a. Notification. Transportation of remains to a national cemetery need not be delayed pending receipt of the superintendent's or director's reply to application process outlined in paragraph 12-3, unless the PNOK desires to make other arrangements for burial if the specific time requested cannot be approved. The command may arrange the transportation schedule and notify the director or superintendent of the cemetery per paragraph 9-2b(2).

b. Transportation and Storage. The director or superintendent of the national cemetery will arrange for transportation from the common carrier terminal of any decedent eligible for burial in a national cemetery who is also entitled to transportation at Government expense. In certain instances, the director or superintendent will arrange with a funeral director for transportation, storage if necessary, and delivery to the cemetery, and will certify and forward the bill to the OMA/NH servicing the area in which the national cemetery is located.

12-9

12-9a

12-9. National Cemeteries - List of

a. Open - Active. The following national cemeteries currently have spaces available:

<u>State</u>	<u>Name, Address & Telephone Number</u>
Arkansas	Fayetteville National Cemetery, 700 Government Avenue, Fayetteville 72701, (501) 443-4301, Extension 584
	Fort Smith National Cemetery, 522 Garland Avenue and South 6th Street, Fort Smith 72901, (501) 783-5345
	Little Rock National Cemetery, 2523 Confederate Boulevard, Little Rock 72206, (501) 374-8011
California*	Riverside National Cemetery, 22495 Van Buren Boulevard, Riverside 92508, (714) 653-8417 or 8418
Colorado	Fort Logan National Cemetery, 3698 South Sheridan Boulevard, Denver 80235, (303) 761-0117
	Fort Lyon National Cemetery, Veterans Administration Medical Center, Fort Lyon 81038, (303) 456-1260, Ext. 231
Florida	Barrancas National Cemetery, Naval Air Station, Pensacola 32508, (904) 452-3357 or 4196
Georgia	<u>1</u> /Andersonville National Historic Site, Andersonville 31711, (912) 924-0343
Hawaii**	National Memorial Cemetery of the Pacific, 2177 Puowaina Drive, Honolulu 96813, (808) 546-3190
Illinois	Camp Butler National Cemetery, Rural Route 1, Springfield 62707, (217) 522-5764
	Danville National Cemetery, 1900 East Maine Street, Danville 61832, (217) 442-8000, Ext. 391

* See paragraph 12-9b concerning interment of cremains in California.

**Columbarium available for cremated remains.

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<u>State</u>	<u>Name, Address & Telephone Number</u>
Illinois	Mound City National Cemetery, Junction-Hwys 37 and 51, Mound City 62963, (618) 748-9343
	Quincy National Cemetery, 36th and Maine Streets, Quincy 62301, (319) 524-1304
	Rock Island National Cemetery, Rock Island Arsenal, Rock Island 61299, (309) 794-6715
Indiana	Marion National Cemetery, Veterans Administration Medical Center, Marion 46952, (317) 674-3321, Ext. 392
	New Albany National Cemetery, 1943 Elkin Avenue, New Albany 47150, (812) 288-3385
Iowa	Keokuk National Cemetery, 18th and Ridge Streets, Keokuk 52632, (319) 524-1304
Kansas	Fort Scott National Cemetery, P.O. Box 917, Fort Scott 66701, (316) 223-2840
	Leavenworth National Cemetery, Leavenworth, 66048, (913) 682-2000, Ext. 575
Kentucky	Camp Nelson National Cemetery, RR Nr. 3, Nicholasville 40356, (606) 885-5727
	Lebanon National Cemetery, Lebanon 40033, (502) 692-3390
	Mill Springs National Cemetery, Rural Route 1, Nancy 42544, (606) 636-6470
	Zachary Taylor National Cemetery, 4701 Brownsboro Road, Louisville 40207, (502) 893-3852
Louisiana	Alexandria National Cemetery, 209 Shamrock Avenue, Pineville 71360, (318) 442-5029
	Port Hudson National Cemetery, Route 1, Box 185, Zachary 70791, (504) 654-4757
Massachusetts	Massachusetts National Cemetery, Bourne 02532, (617) 563-7113

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<u>State</u>	<u>Name, Address & Telephone Number</u>
Michigan	Fort Custer National Cemetery, VA Medical Center, Bldg. 145, 5600 Dickman Road, Battle Creek 49016, (616) 966-5480
Minnesota	Fort Snelling National Cemetery, 7601 34th Avenue, South, Minneapolis 55450, (612) 726-1127 or 1128
Mississippi	Biloxi National Cemetery, Veterans Administration Medical Center, Biloxi 39531, (601) 388-5541 Corinth National Cemetery, 1551 Horton Street, Corinth 38834, (601) 286-5782 Natchez National Cemetery, 61 Cemetery Road, Natchez 39120, (601) 445-4981
Missouri	Jefferson Barracks National Cemetery, 101 Memorial Drive, St Louis 63125, (314) 263-8691 or 8692 Springfield National Cemetery, 1702 E. Seminole Street, Springfield 65804, (417) 881-9499
Nebraska	Fort McPherson National Cemetery, Maxwell 69151, (308) 582-4433
New Mexico	Fort Bayard National Cemetery, Fort Bayard 88036, (505) 537-3686 Santa Fe National Cemetery, P.O. Box 88, Santa Fe 87501, (505) 988-6400
New York	Bath National Cemetery, Veterans Administration Medical Center, Bath 14810, (607) 776-2111, Ext. 293 Calverton National Cemetery, Route 25, P.O. Box 144, Calverton 11933, (516) 727-5410 or 5412
North Carolina	New Bern National Cemetery, 1711 National Avenue, New Bern 28560, (919) 637-2912 Salisbury National Cemetery, 202 Government Road, Salisbury 28144, (704) 636-2661 Raleigh National Cemetery, 501 Rock Quarry Road, Raleigh 27610, (919) 832-0144

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<u>State</u>	<u>Name, Address & Telephone Number</u>
Ohio	Dayton National Cemetery, Veterans Administration Medical Center, 4100 W. Third Street, Dayton 45428, (513) 268-6511, Ext. 106
Oklahoma	Fort Gibson National Cemetery, Fort Gibson 74434, (918) 478-2334
Oregon	White City National Cemetery, 2763 Riley Road, Eagle Point 97524, (503) 826-2111, Ext. 351 Willamette National Cemetery, 11800 S.E. Mt. Scott Boulevard, P.O. Box 66147, Portland 97266, (503) 761-4188
Pennsylvania	Indiantown Gap National Cemetery, P.O. Box 187, Annville 17003, (717) 865-5254, 5255, or 5256
Puerto Rico	Puerto Rico National Cemetery, P.O. Box 1298, Bayamon 00619, (809) 785-7281
South Carolina	Beaufort National Cemetery, 1601 Boundary Street, Beaufort 29902, (803) 524-3925
South Dakota	Black Hills National Cemetery, P.O. Box 640, Sturgis 57785, (605) 347-3830
Tennessee	<u>1/</u> Andrew Johnson National Historic Site, Depot Street, Greeneville 37743, (615) 638-3551 Chattanooga National Cemetery, 1200 Bailey Avenue, Chattanooga 37404, (615) 698-4981 <u>1/</u> Fort Donelson National Military Park, P.O. Box F, Dover 37058, (615) 232-5348 Knoxville National Cemetery, 939 Tyson Street, N.W., Knoxville 37917 (615) 522-8820 Memphis National Cemetery, 3568 Townes Avenue, Memphis 38122, (901) 386-8311 Mountain Home National Cemetery, P.O. Box 8, Mountain Home 37684, (615) 929-7891 Nashville National Cemetery, 1420 Gallatin Road South, Madison 37115, (615) 865-0741

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<u>State</u>	<u>Name, Address & Telephone Number</u>
Tennessee	<u>1/</u> Shiloh National Military Park, Shiloh 38376, (901) 689-3410
	<u>1/</u> Stones River National Battlefield and Cemetery, Murfreesboro 37131, (615) 893-9501
Texas	Fort Bliss National Cemetery, P.O. Box 6342, Fort Bliss 79906, (915) 568-3705
	Fort Sam Houston National Cemetery, 1520 Harry Wurzbach Road, San Antonio 78209, (512) 221-2136 or 2137
	Houston National Cemetery, 10410 Stuebner Airline Road, Houston 77038, (713) 447-8686
Virginia	<u>**2/</u> Arlington National Cemetery, Arlington 22211, (703) 695-3250 or 3253
	Culpeper National Cemetery, 305 U.S. Avenue, Cul- peper 22701, (703) 825-0027
	Quantico National Cemetery, P.O. Box 10, Triangle 22172, (703) 690-2217
Wisconsin	Wood National Cemetery, Veterans Administration Medical Center, 5000 W. National Avenue, Wood 53193, (414) 384-2000, Ext. 2776 or 2777

b. Closed - Inactive. The following national cemeteries do not have unreserved grave spaces available:

<u>State</u>	<u>Name, Address & Telephone Number</u>
Alabama	Mobile National Cemetery, 1202 Virginia Street, Mobile 36604, (205) 690-2858
Alaska	Sitka National Cemetery, P.O. Box 1065, Sitka 99835, (907) 747-3263
Arizona	Prescott National Cemetery, Veterans Administra- tion Medical Center, Prescott 86313, (602) 445- 4860, Ext. 280

****Columbarium available for cremated remains.**

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<u>State</u>	<u>Name, Address, & Telephone Number</u>
California	*Fort Rosecrans National Cemetery, Point Loma, P.O. Box 6237, San Diego 92106, (714) 225-7447
	*Golden Gate National Cemetery, 1300 Sneath Lane, San Bruno 94066, (415) 589-7737
	*Los Angeles National Cemetery, 950 South Sepulveda Boulevard, Los Angeles 90049, (213) 824-4311, Ext 5264
	*San Francisco National Cemetery, P.O. Box 29012, Presidio of San Francisco 94129, (415) 561-2008 or 2986
District of Columbia	1/ Battleground National Cemetery, 6625 Georgia Avenue, N.W., Washington DC 20012, (202) 381-7282
	2/Soldiers Home National Cemetery, 21 Harewood Rd., N.W., Washington, DC 20012, (202) 829-1829
Florida	St. Augustine National Cemetery, 104 Marine Street, St. Augustine 32084, (904) 829-2661
	*Bay Pines National Cemetery, Veterans Administration Medical Center, Bay Pines 33504, (813) 398-9426
Georgia	Marietta National Cemetery, 500 Washington Avenue, Marietta 30060, (404) 428-5631
Illinois	Alton National Cemetery, 600 Pearl Street, Alton 62003, (c/o Jefferson Barracks National Cemetery, St. Louis, Mo., (215) 922-5421)
Indiana	Crown Hill National Cemetery, 3402 Boulevard Place, Indianapolis 46208, (317) 925-8231
Kansas	Forth Leavenworth National Cemetery, Fort Leavenworth 66027, (913) 684-4914
Kentucky	Cave Hill National Cemetery, 701 Baxter Avenue, Louisville 40204, (c/o Zachary Taylor National Cemetery (502) 893-3852)

* These cemeteries accept cremains for interment.

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<u>State</u>	<u>Name, Address & Telephone Number</u>
Kentucky	Danville National Cemetery, 377 North First Street, Danville 40422, (c/o Camp Nelson National Cemetery, (606) 885-5727)
	Lexington National Cemetery, 833 West Main Street, Lexington 40468, (606) 885-5727
Louisiana	Baton Rouge National Cemetery, 220 North 19th Street, Baton Rouge 70806, (504) 389-0323
	1/ Chalmette National Historical Park, St. Bernard Hwy., Chalmette 70043, (504) 271-2412
Maine	Togus National Cemetery, Veterans Administration Medical and Regional Office Center, Togus 04330, (207) 623-8411
Maryland	Annapolis National Cemetery, 800 West Street, Annapolis 21401, (301) 269-1224
	1/ Antietam National Battlefield Site, Box 158, Sharpsburg 21782, (301) 432-5124
	Baltimore National Cemetery, 5501 Frederick Avenue, Baltimore 21228, (301) 644-9696 or 9697
Maryland	Loudon Park National Cemetery 3445 Frederick Avenue, Baltimore 21228, (301) 644-9696 or 9697
Mississippi	1/ Vicksburg National Military Park & Cemetery, Box 349, Vicksburg 39180, (601) 636-0583
Missouri	Jefferson City National Cemetery, 1024 East McCarty Street, Jefferson City 65101, (263) 8691 or 8692
Montana	1/ Custer Battlefield National Monument, P.O. Box 39, Crow Agency 59022, (406) 638-2622
New Jersey	Beverly National Cemetery, Beverly 08010, (609) 877-5460
	Finn's Point National Cemetery, R.F.D. #3, Fort Mott Road, Salem 08079, (609) 935-3628
New York	Cypress Hills National Cemetery, 625 Jamaica Avenue, Brooklyn 11208, (212) 277-7145

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<u>State</u>	<u>Name, Address, & Telephone Number</u>
New York	Long Island National Cemetery, Farmingdale, Long Island 11735, (516) 249-7300, 7301, or 7302
	Woodlawn National Cemetery, 1825 Davis Street, Elmira 14901, (607) 732-5411
North Carolina	Wilmington National Cemetery, 2011 Market Street, Wilmington 28403, (919) 762-7213
Oregon	Roseburg National Cemetery, Veterans Administration Center, Roseburg 97470, (503) 672-4411.
Pennsylvania	Philadelphia National Cemetery, Haines Street & Limekiln Pike, Philadelphia 19138, (215) 922-5421
	1/ Gettysburg National Military Park, P.O. Box 70, Gettysburg 17325, (717) 334-1124
South Carolina	Florence National Cemetery, 803 East National Cemetery Road, Florence 29501, (803) 669-8783
South Dakota	Fort Meade National Cemetery, Veterans Administration Medical Center, Fort Meade 57741, (605) 347-3830
	Hot Springs National Cemetery, Veterans Administration Medical Center, Hot Springs 57747, (605) 745-4101
Tennessee	1/ Stones River National Battlefield, Route 10, Box 401, Old Nashville Hwy., Murfreesboro 37130 (615) 893-9501
Texas	Kerrville National Cemetery, Veterans Administration Medical Center, Spur Rt. 100, Kerrville 78028, (512) 896-2020
	San Antonio National Cemetery, 517 Paso Hondo Street, San Antonio 78202 (512) 221-2136 or 2137
Virginia	Alexandria National Cemetery, 1450 Wilkes Street, Alexandria 22314, (703) 662-8535
	Balls Bluff National Cemetery, Leesburg 22075, (703) 662-8535
	City Point National Cemetery, 10th Avenue and Davis Street, Hopewell 23860 (804) 222-1490 or 1494

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State
Virginia

Name, Address & Telephone Number

Cold Harbor National Cemetery, Route 156 North,
Mechanicsville 23111 (804) 222-1490 or 1491

Danville National Cemetery, 721 Lee Street, Dan-
ville 24541 (804) 792-9284

Fort Harrison National Cemetery, RFD No. 5, Box
174, Varina Road, Richmond 23231, (804) 222-1490
or 1494

1/Fredericksburg & Spotsylvania County Battlefields
Memorial National Military Park, 1013 Lafayette
Boulevard, P.O. Box 679, Fredericksburg 22401,
(703) 373-4461

Glendale National Cemetery, R.F.D. 5, Box 272,
Richmond 23231 (804) 222-1490 or 1494

Hampton National Cemetery, Cemetery Road at Mar-
shall Avenue, Hampton 23669 (804) 723-7104

Hampton National Cemetery, Veterans Administration
Medical Center, Hampton 23669 (804) 723-7104

1/ Poplar Grove National Cemetery, Petersburg
National Battlefield, Box 549, Petersburg 23803
(804) 732-3531

Richmond National Cemetery, 1701 Williamsburg Road,
Richmond 23231 (804) 222-1490 or 1494

Seven Pines National Cemetery, 400 East Williams-
burg Road, Sandston 23150 (804) 222-1490 or 1494

Staunton National Cemetery, 901 Richmond Avenue,
Staunton 24401 (703) 886-2641

Winchester National Cemetery, 401 National Avenue,
Winchester 22601 (703) 662-8535

1/Yorktown Battlefield Colonial National Historical
Park, Box 210, Yorktown 23690 (804) 898-3400

West Virginia

Grafton National Cemetery, 431 Walnut Street, Graf-
ton 26354 (304) 265-2044

12-9c

12-9c

1/Under jurisdiction of the Department of Interior. Applications for interment at open cemeteries should be submitted in the same manner as for those under the Veterans Administration.

2/Under jurisdiction of the Department of the Army. Applications for interment at open cemeteries should be submitted in the same manner as for those under the Veterans Administration.

c. Proposed New Cemeteries. The following national cemetery will be opening in the near future:

<u>State</u>	<u>Name and Location</u>
Alabama	Fort Mitchell
Florida	Sumter County

Chapter 13 - Naval Plots and Cemeteries

13-1. General. The Commander, Naval Medical Command, Washington, DC 20372-5120 exercises technical direction of naval plots and cemeteries throughout the world, except for the Naval Academy Cemetery, Annapolis, MD, the Old Post Cemetery Fort Adams, Newport, RI, and plots and cemeteries on Guam.

13-2. Eligibility for Interment. Unless written commitment was made prior to 20 April 1953 or COMNAVMEDCOM otherwise directs, burial in a naval plot or cemetery will not be authorized for individuals eligible for interment in a national cemetery. Using guidelines set forth in paragraphs 2-3b(4), (5), and (6), the official responsible for cemetery operation and maintenance will approve or disapprove requests for burial in naval plots and cemeteries of individuals enumerated within those paragraphs. If the circumstances are unusual, refer to COMNAVMEDCOM (MEDCOM-332) for decision.

13-3. Report. In each instance of burial in a naval plot or cemetery, MED 5360-1, Report of Burial in Navy Cemeteries or Plots, will be submitted in duplicate to COMNAVMEDCOM (MEDCOM-332). The report, in letter format, will include the name, status, and religion of the deceased; date of birth; date of death; date of burial; grave, row, and plot number; names of the individuals interred in graves to the right and left; and type of marker desired. The report is no longer considered as an official order for headstone or marker. A separate order on VA 40-1330 is required (chapter 14 and appendix M refer) and should be forwarded to the Director of Monument Services, Veterans Administration, Washington, DC 20420. If information regarding religious emblem, grade or rate, and war service is provided in the report, this information may be included on the headstone or marker. If not included, headstone or marker will be engraved with name, branch of service, date of birth, and date of death.

13-4. Expansion Limitations

a. Plots. Expansion of existing naval plots is not authorized. When all presently owned grave spaces in naval plots have been filled, individual grave sites in civilian cemeteries may be purchased (on an as needed basis) and the purchase document prepared to include perpetual care if available and reasonable.

b. Cemeteries. Refer requests for expansion of existing naval cemeteries to the Commander, Naval Medical Command, Washington, DC 20372-5120. Include in each request complete justification, cost factors, availability of adjacent space, and other related details.

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13-5. Naval Plots and Cemeteries - List of. The following naval plots and cemeteries have spaces available:

<u>Location</u>	<u>Name of Plot or Cemetery</u>
California	Naval Plot, Greenwood Memorial Park, San Diego
Connecticut	Naval Plot, Cedar Grove Cemetery, New London
Cuba	Naval Cemetery, Guantanamo Bay
Florida	Naval Plot, City Cemetery, Key West
Guam	Naval Cemetery, #2, Piti, Guam*
Hawaii	Naval Plot, Oahu Cemetery
Illinois	Naval Cemetery, Great Lakes
Massachusetts	Naval Plot, Woodlawn Cemetery, Everett
New Hampshire	Naval Cemetery, Portsmouth
New York	Naval Plot, "The Evergreens" Cemetery, Brooklyn
Rhode Island	Naval Plot, Island Cemetery, Newport
Texas	Naval Plot, Rose Hill Park Cemetery, Corpus Christi
Virginia	Naval Plot, Evergreen Memorial Cemetery, Portsmouth
Washington	Naval Plot, Ivy Green Cemetery, Bremerton Naval Plot, Washelli Cemetery, Seattle

* Transferred to the Government of Guam in 1986.

Chapter 14 - Headstones and Markers

14-1. General. The Veterans Administration has responsibility for the procurement and provision of headstones or markers for any person buried in a national or post cemetery, eligible military members who died while on active duty and are buried in a non-Government cemetery, and any veteran who served in the military service and was honorably discharged. Requests for headstones or markers for placement in private cemeteries or memorial markers for placement in private or national cemeteries should be submitted on VA 40-1330, Application for Standard Government Headstone or Marker, to the Monument Service (42), Veterans Administration, 810 Vermont Avenue, N.W., Washington, DC 20420 (appendix M). When remains are interred in a national cemetery, paragraph 14-3a is applicable.

14-2. Entitlement. Members or former members of the Armed Forces, eligible for burial in a national cemetery, are entitled to a headstone or marker to be placed upon their grave in any Government or non-Government cemetery. Headstones or markers are provided for graves of spouses and dependent children interred in Government cemeteries or State-owned veterans' cemeteries, but are not authorized for those interred in private or local cemeteries.

14-3. Procurement

a. National Cemetery. When remains of a member of the Armed Forces or a member's eligible dependent(s) are interred in a national cemetery, the director or superintendent of that cemetery will arrange for the headstone or marker without formal request by the PNOK. Upright headstones are authorized for use in the majority of national cemeteries, with flat granite and bronze becoming more characteristic of the new memorial-park type cemetery. If the deceased is buried in a section of a national cemetery where private headstones are authorized, consult with the director or superintendent regarding procedures to be followed and limitations on the style and size of headstones or markers which may be erected.

b. Naval Plot or Cemetery. The Navy will arrange for an appropriate headstone for the grave of those individuals interred in a naval plot or cemetery (paragraphs 13-3 and 14-1 refer).

c. Other Cemeteries. Make application to the Veterans Administration, per paragraph 14-1, for headstones or markers for eligible deceased individuals. Upright marble headstones and flat markers of marble or granite are shipped via commercial carriers at Government expense to the consignee designated by the applicant. Bronze markers are mailed parcel post to the address shown on the consignee's application. For each application, a consignee must

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be designated before the application can be processed. Expenses incurred for further transporting to the cemetery and expenses incurred in installation at the gravesite must be paid from private funds.

d. Reimbursement. When the PNOK elects to buy a headstone or marker from a commercial source for placement in a non-Federal cemetery, limited reimbursement (\$70.00 for fiscal year 1987) may be obtained by submitting VA 21-8834, Application for Reimbursement of Headstone or Marker Expenses (appendix L), to the Veterans Administration Regional Office.

14-4. Memorial Headstones or Markers. A memorial headstone or marker may be provided, for placement in a national or private cemetery, upon request of the PNOK, to commemorate the death of any veteran, or any member who dies on active duty and whose remains are not recovered, not identified, donated to science, or have been buried at sea. Application must be made per paragraph 14-1. When the request indicates that a memorial marker is desired for placement in a national cemetery, the marker will be shipped to the director or superintendent of the designated cemetery; otherwise, the requested marker will be sent to the person or firm designated to receive the marker for further transportation to the private cemetery, as outlined in paragraph 14-3c.

Chapter 15 - Disposition of Remains of Members of Other Services

15-1. General

a. Other Services. The other services referenced herein are the Army, the Air Force, the National Oceanic and Atmospheric Administration (NOAA), U.S. Public Health Service (USPHS), and the Coast Guard.

b. Service Headquarters. The following offices and designated activities are assigned responsibilities as outlined in this chapter.

(1) Army. Commander, U.S. Army Military Personnel Center, Casualty and Memorial Affairs Operations Center, ATTN: DAPC-PDC-CD, Alexandria, VA 22331-0400. Telephone - Autovon 221-7960 - Commercial - (202) 325-7960.

(2) Air Force. Headquarters, Air Force Engineering and Services Center-DEHM, Tyndall Air Force Base, FL 32403-6001. Telephone - Autovon 523-6757 - Commercial - (904) 283-6757.

(3) National Oceanic and Atmospheric Administration (NOAA). The Administrator, National Oceanic and Atmospheric Administration, Rockville, MD 20852. Telephone - (301) 443-8781.

(4) Coast Guard. Commandant, U.S. Coast Guard (G-PS-1/TP 56), Washington, DC 20593. Telephone - (202) 426-1845.

(5) U.S. Public Health Service (USPHS). Director, Commissioned Personnel Operations, Rockville, MD 20857. Telephone - (301) 443-3087.

15-2. Deaths In the 48 Contiguous United States and Alaska

a. Navy Responsibilities. When a member of any of the other services enumerated in paragraph 15-1a dies at, or in the vicinity of a naval activity in the 48 contiguous United States or Alaska, report such deaths to the nearest appropriate service installation at the earliest possible time. If there is any doubt as to the nearest appropriate facility, notify the appropriate office listed in paragraph 15-1b. When requested to arrange preparation of remains, the naval activity, if it has an annual contract, will arrange for necessary services. If the activity does not have an annual contract, refer the request to the OMA/NH serving the area where death occurred. That office will determine what Navy action should be taken and, to the extent possible, concur in the requesting service's desires.

15-2b

15-3b(2)

b. Other Service Responsibilities. When the deceased was a member of or was the responsibility of one of the other services listed in paragraph 15-1a, the appropriate authorities of that service will determine whether the decedent is eligible for disposition at Government expense; advise the naval activity what services, transportation, and supplies are desired; correspond and otherwise contact relatives; obtain disposition instructions and furnish same to the naval activity; provide escort; and, unless considered impractical, provide necessary clothing, insignia, and flag. If impractical, the naval activity should furnish these on request. The one exception is that the Navy will always provide the flag for eligible members of NOAA.

c. Primary Next of Kin Responsibilities. If a naval activity, in the process of making arrangements for remains of another service's deceased, is contacted by the PNOK desiring to assume custody of remains and personally make arrangements, the service activity originally requesting the Navy's intervention should be informed immediately. The other service should be requested to contact the PNOK and provide information relative to entitlements. The naval activity should not make any statements to the PNOK on this matter unless specifically requested to do so by the appropriate service authorities.

15-3. Deaths Outside the 48 Contiguous United States and Alaska

a. General. Close coordination will be maintained between the naval activity and the appropriate service activity of the deceased to expeditiously resolve problem areas.

b. Navy Responsibilities

(1) Notification. When a member of another service dies at or in the immediate vicinity of a naval activity outside the contiguous 48 United States and Alaska, the nearest parent service installation, unit, or activity, and the commander of the area in which death occurred will be advised of the death as soon as possible. If there is any doubt as to eligibility of an individual, the notification will be amended to request the appropriate service to determine the status and eligibility of the individual.

(2) Search, Recovery, Identification, and Preparation. When requested by appropriate other service activities, naval activities will provide aid or services incident to search, recovery, and identification of remains. Remains of other service members may be prepared in any Navy mortuary upon request of the appropriate service activity.

15-3b(3)

15-5a(2)

(3) Transportation. The mode of transportation for returning the remains of Army and Air Force members from outside the contiguous 48 United States or Alaska will be as directed by the appropriate service. Unless otherwise directed, remains of Coast Guard, National Oceanic and Atmospheric Administration, and United States Public Health Service members will be returned as outlined in chapter 9.

(4) Disposition at Port of Entry. Responsible Navy activities at POEs will, if required, direct disposition of other service members' remains per the appropriate service's disposition instructions. Instructions will be issued by, or at the direction of, the appropriate office of the activities listed in paragraph 15-1b. Direct communication between the responsible activity and the member's service headquarters is authorized.

15-4. Multiple Deaths Involving Members of Two or More Services. See appendix B and paragraph 4-4 for guidance in caring for remains when multiple deaths of members of two or more services occur as a result of a disaster.

15-5. Records and Reporting

a. Army and Air Force Members. Charges are not authorized for services of Navy morticians or for supplies drawn from naval sources for care of deceased Army or Air Force members. When services or supplies are obtained from commercial sources for their care, a Report of Dispositions and Expenditures - Remains of Dead, MED 5360-3, will be submitted to:

(1) Army. The address listed in paragraph 15-1b(1) showing the costs for which Army funds have been cited. Additionally, forward the following documents when a naval activity has assumed responsibility for actions related thereto, or has such documents in its possession (paragraph 1-5 refers):

(a) When remains are not readily identifiable, a statement signed by competent military authority reflecting the means used to establish identification. Substantiating documents, such as dental or fingerprint charts, should accompany the statement.

(b) Original of the disposition instructions from the person having the right to direct disposition of remains.

(2) Air Force. The Air Force Accounting and Finance Center/ACFR, Lowry Air Force Base, CO 80230, showing the costs for which Air Force funds have been cited. Forward copy to headquarters activity listed in paragraph 15-1b(2).

15-5b

15-6a(1)(c)

b. Coast Guard and NOAA. Charges are not authorized for services of Navy morticians or for supplies drawn from naval sources for care of Coast Guard and NOAA members. Submit a Report of Dispositions and Expenditures - Remains of Dead, MED 5360-3, to one of the following when transportation for remains or escort is arranged by a naval activity or when services and supplies are obtained from civilian sources for their care.

(1) Coast Guard. Commandant, U.S. Coast Guard Headquarters, (G-PS-1/TP-56) Washington, DC 20593, showing the costs for which Coast Guard funds have been cited.

(2) NOAA. Administrator, National Oceanic and Atmospheric Administration, Rockville, MD 20852, showing the costs associated with the services rendered.

c. U.S. Public Health Service. Contact the headquarters command listed in paragraph 15-1b and abide by their disposition, records, and reporting requirements.

15-6. Payment Procedures

a. Army and Air Force Members

(1) General

(a) When initial services are obtained under formal contract by negotiation in an individual situation, the naval activity obtaining such services will arrange for the payment or pay these expenses, including costs of transportation and travel of escort, if appropriate, by citation of applicable Army or Air Force funds on delivery orders, purchase orders, transportation requests, vouchers, etc. (appendix K refers).

(b) Naval activities at POEs are authorized to cite Army and Air Force funds in payment for reprocessing services and caskets furnished by a commercial source and for transportation costs including travel of escort, if authorized.

(c) Air Force or Army commanders requesting assistance are responsible for furnishing the naval activity appropriate accounting classification data for the proper citation of funds. If difficulty is encountered in obtaining such data, the appropriate activity in paragraph 15-1b can be contacted directly (appendix K refers).

15-6a(2)

15-6b(1)(a)1

(2) Specific Responsibilities

(a) Army Members. The interment allowance is not payable by the Navy for Army members. If requests are received for payment, they should be forwarded to the address listed in paragraph 15-1b(1).

(b) Air Force

1. Members. When remains of a deceased Air Force member are prepared and encased or an interment allowance is paid by the Navy, DD 1375, Request for Payment of Funeral and/or Interment Expenses, will be forwarded to the PNOK and block 2, part I will be completed to show that the claim is being sent to the OMA/NH (appendix F) servicing the area in which the member is buried. Forward a copy of documents to the headquarters activity listed in paragraph 15-1b(2). The OMA/NH will adjudicate and charge Air Force funds (appendix K refers).

2. Dependents. When an Air Force dependent dies at or near a naval activity, the naval activity will arrange transportation by Government Travel Request (GTR). However, if transportation costs for remains are incurred by the sponsor, DD 1375, Request for Payment of Funeral and/or Interment Expenses, will be forwarded by the naval activity to the sponsor with instructions for completion of the claim and submission to the mortuary officer of the base to which the member is assigned. The sponsor should be informed that proof of death and copies of transportation bills must also accompany claim. Also forward a copy of all documents to the headquarters activity listed in paragraph 15-1b(2).

b. Coast Guard and NOAA Members

(1) General

(a) When initial services are obtained under formal contract or by negotiation on an individual basis, or when reprocessing services or casket are obtained from a commercial source, the naval activity obtaining such services will certify the bill and forward it for payment to:

1. Coast Guard. The Coast Guard activity which requested such services and supplies. If there is any doubt or difficulty encountered in filing claim or receiving payment, the Coast Guard Headquarters (paragraph 15-1b(4)) should be contacted directly.

2. NOAA. The Administrator, National Oceanic and Atmospheric Administration, Rockville, MD 20852.

(2) Specific Responsibilities

(a) Transportation Costs. If a Coast Guard or NOAA representative has requested services, transportation costs for remains and escorts will be paid by citation of appropriate service's funds. The representative requesting the services is responsible for providing the naval activity the appropriate fund citation.

(b) Interment Allowance

1. Coast Guard. Interment allowances are not payable by the Navy for deceased Coast Guard members. Requests received for payment should be forwarded to the Coast Guard representative who requested Navy's help or to the Coast Guard headquarters (paragraph 15-1b(4)).

2. NOAA. Interment allowances are not payable by the Navy for deceased NOAA members. If requests are received for payment, they should be forwarded to NOAA headquarters (paragraph 15-1b(3)).

c. U.S. Public Health Service. When any services are provided to USPHS personnel, contact the headquarters command listed in paragraph 15-1b and abide by their instructions concerning submission of documents for payment of all costs incurred by the Navy.

Chapter 16 - Group Interments

16-1. General. When remains of two or more individuals killed in the same incident cannot be individually identified, a message (MED 5360-4 (MIN:CONSIDERED), Unidentified or Group Remains), will be submitted as specified in paragraph 4-12. Departmental action will be taken to designate the collective remains for group interment. Such remains will be interred in a national cemetery within the 50 United States. Cemetery selection will be made per paragraph 16-3. When a naval activity has responsibility for arrangements and members of other Armed Forces are included in the group, COMNAVMEDCOM (MEDCOM-332) will coordinate with other agencies involved.

16-2. Preparation and Casketing. The minimum number of caskets will be used without overcrowding. Remains will be prepared and wrapped per chapter 6. Partially segregated remains should be separately wrapped and placed in the casket.

16-3. Place of Interment. COMNAVMEDCOM (MEDCOM-332) and CMC (MHP-10) if Marine Corps personnel are involved, will select the national cemetery for interment. The cemetery selected will be the one located as near as possible to the midpoint of the two most widely separated homes of record of known deceased individuals involved, or as otherwise designated by COMNAVMEDCOM or CMC. COMNAVMEDCOM or CMC will schedule the services, notify all parties concerned, and schedule transportation of remains and escorts accordingly.

16-4. Escorts. One or more Navy or Marine Corps escorts may be detailed to accompany remains, provided the total number of escorts does not exceed the number of deceased members of the Navy and Marine Corps involved in the group interment. This limitation is not applicable when members of the other services are also involved in the group interment and Navy or Marine Corps members are designated as special escorts for those deceased members.

16-5. NOK Notification

a. Initial. When remains are not immediately identified, COMNAVMEDCOM (MEDCOM-332) or CMC (MHP-10) will inform the primary and secondary NOK of the necessity for examination by identification specialists in an attempt to establish individual identity. The following message format is applicable for initial notification in such instances and may be modified as appropriate:

THE NAVY DEPARTMENT, RESPECTING YOUR DEEP CONCERN OVER THE REMAINS OF YOUR (relationship, name), CAN NOW OFFICIALLY REPORT THAT THE REMAINS HAVE BEEN RECOVERED FROM THE (crash site, disaster area, etc.) AND ARE BEING RETURNED TO THE UNITED STATES.

16-5b

16-5b(2)

ARRIVAL IS TENTATIVELY SCHEDULED FOR (date). THE CIRCUMSTANCES OF THE ACCIDENT DICTATE THAT QUALIFIED IDENTIFICATION SPECIALISTS THOROUGHLY EXAMINE THE REMAINS IN AN ATTEMPT TO ESTABLISH POSITIVE INDIVIDUAL IDENTITY. UPON COMPLETION OF THE IDENTIFICATION PROCESS, WHICH MAY REQUIRE AN EXTENDED PERIOD OF TIME, YOU WILL BE PROVIDED ADDITIONAL INFORMATION PROMPTLY. A NAVAL OFFICER, DESIGNATED AS CASUALTY ASSISTANCE CALLS OFFICER, WILL CONTACT YOU TO AID IN EVERY WAY POSSIBLE. IF FURTHER INFORMATION IS DESIRED, YOU MAY CALL THE CASUALTY ASSISTANCE CALLS OFFICER COLLECT DURING WORKING HOURS ON (area code, telephone number).

b. Secondary

(1) At the conclusion of the identification operation, the PNOK and SNOK of each individual whose remains cannot be individually identified must be tactfully notified of the circumstances necessitating a group interment and, when appropriate, also informed of the transportation allowances which can be provided in connection with their attendance at the burial site. Within the limitations of paragraph 16-3, make every effort to coordinate a time, date, and place of interment that is convenient to all PNOKs planning to attend. COMNAVMEDCOM or CMC (MHP-10), as appropriate, will accomplish notification or designate appropriate activities to accomplish notification. Whenever possible, make notification by personal contact, followed by a telegraphic form of notification in the format outlined below, confirming information provided orally.

WE HAVE BEEN INFORMED THAT THE EXAMINATION OF THE REMAINS RECOVERED FROM THE (crash site, disaster area, etc.) HAS BEEN COMPLETED. DUE TO THE CIRCUMSTANCES OF DEATH, INDIVIDUAL IDENTIFICATION OF ALL REMAINS WAS NOT POSSIBLE. WE DEEPLY REGRET TO INFORM YOU THAT THE REMAINS OF YOUR (relationship, name) AND (number) OF (his or her) CREWMATES COULD NOT BE INDIVIDUALLY IDENTIFIED. WHEN REMAINS CANNOT BE INDIVIDUALLY IDENTIFIED, REGULATIONS REQUIRE THAT A GROUP INTERMENT BE MADE IN A NATIONAL CEMETERY. ROUND TRIP TRANSPORTATION TO THE CEMETERY FOR THE PRIMARY NEXT OF KIN AND CERTAIN OTHER RELATIVES OF THE DECEASED MAY BE PROVIDED BY THE NAVY. CEREMONIES AT THE CEMETERY WILL BE CONDUCTED WITH APPROPRIATE MILITARY HONORS AND IN CONFORMITY WITH RELIGIOUS RITES AND CEREMONIES ASSOCIATED WITH RELIGIOUS PREFERENCES. A SPECIAL GRAVE MARKER WILL BE ERECTED, INSCRIBED WITH THE NAMES OF ALL PERSONNEL INCLUDED IN THE GROUP. INFORMATION CONCERNING THE CEMETERY SELECTED, OPTIONS FOR TRAVEL OF RELATIVES, AND THE DATE AND TIME OF SERVICES WILL BE PROVIDED AS SOON AS POSSIBLE.

(2) Provide all interested activities with copies of the notification. As soon as the facts are known, inform COMNAVMEDCOM and CMC (MHP-10), as appropriate, of the names, addresses, and

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16-6a(1)(a)

relationships of the family members who will be traveling to the burial site at Government expense, in order that these relatives and the activities assigned responsibilities for helping them may be advised accordingly. Also provide information concerning individuals planning to attend the services at their own expense.

16-6. Transportation of Relatives. Two separate and distinct programs exist to provide for transportation to the burial site of relatives of the deceased. When authorized under both programs, offer the PNOK the opportunity to select the option that most nearly meets the needs of the family.

a. Option I. Under a program authorized by 10 U.S.C. 1482, the PNOK who, under ordinary circumstances, would have been entitled to direct disposition of remains and two closely related relatives of each deceased member in a group interment are authorized round trip transportation at Government expense to the place of interment. The PNOK designates the two closely related relatives of the deceased for whom transportation can be provided at Government expense. Military air transportation within the 48 contiguous United States is not authorized and a per diem allowance is not payable under this option. If the PNOK selects this option, the following applies:

(1) Letters of Invitation. COMNAVMEDCOM or CMC (MHP-10) will request activities, near the residences of the PNOKs and of the closely related relatives of the deceased selected to attend the services at Government expense, to issue letters of invitation in a format similar to that outlined in subparagraphs 16-6a(1)(a) and (b), as appropriate. Designated activities will issue either Government Transportation Requests (GTR) for round trip transportation to the place of interment, if desired by the individuals concerned or DD 1351-2, Travel Voucher or Subvoucher, to those individuals traveling by private vehicle. Submit the DD 1351-2 per paragraph 16-6a(3).

(a) Primary NOK

Dear Mrs. Doe:

Funeral and interment services for your (relationship, name, and branch of service) and (number) of his or her crewmates are scheduled for (date) in (name and address of national cemetery). Appropriate religious rites, with full military honors, will be conducted at (either "name and address of chapel" or "the graveside") at (time). The interment services will immediately follow.

16-6a(1)(a)

16-6a(1)(a)

1/We have been informed that you will attend the services and will travel by privately owned vehicle. The Navy will reimburse you for travel from your home to (place of national cemetery), and return as follows: if you are the owner or driver of the vehicle, reimbursement will be made at the rate of (number) cents a mile; if you travel as a passenger in a privately owned vehicle, you will be reimbursed at the rate of (number) cents per mile. Per diem allowances are not payable. Also attached is a DD Form 1375 on which you may make a claim for the \$75 interment allowance.

Upon completion of your travel, you may obtain both reimbursement for your travel expenses and payment of the interment allowance by completing the attached DD Form 1351-2 (original and two copies) and the DD Form 1375 and forwarding both forms to the Commander, Naval Medical Command, Washington, DC 20372-5120. This letter, which represents the authority for your travel at Government expense, should be returned with your application for reimbursement. If you were the owner or driver of the vehicle and responsible for the operating expenses, you should add and sign the following statement on the reverse of the DD Form 1351-2 for the purpose of establishing eligibility for the (number) cents a mile rate: "I, (full name), certify that I was the owner (or operator) of a privately owned vehicle used for the travel described on the reverse and that I was responsible for the operating expenses thereof." The Casualty Assistance Calls Officer will assist you in filing both claims.

Suggest that family members arrive at (place and address) of the national cemetery at least 15 minutes prior to the scheduled services. Should you desire to send flowers to the cemetery, they should be marked with your (husband's, wife's, son's, etc.) name for delivery to the Superintendent of (name and address of national cemetery).

Sincerely,

1/If the mode of transportation is by air or rail and a transportation request is to be issued, substitute the following paragraph for paragraph 2 and modify paragraph 3 accordingly by deleting reference to travel by private vehicle:

16-6a(1)(b)

16-6a(1)(b)

We have been informed that you wish to attend the services and will travel by (air or rail). As requested, you will be issued a Government Travel Request for round trip transportation from (place of residence) to (place of interment). In addition, other expenses in the nature of transportation costs may be allowed upon completing the attached DD Form 1351-2, original and two copies, and mailing to the Commander, Naval Medical Command, MEDCOM-332, Washington, D.C. 20372-5120. Per diem allowances are not payable. Also attached is a DD Form 1375 on which you may make a claim for the \$75 interment allowance.

(b) Other Selected Relatives

Dear Mr. _____:

Funeral and interment services for your (relationship, name, and branch of service) and (number) of his or her crewmates are scheduled for (date) in (name and address of national cemetery). Appropriate religious rites, with full military honors, will be conducted at (either "name and address of chapel" or "the graveside") at (time). The interment services will immediately follow.

2/We have been informed that you will attend the services and will travel by privately owned vehicle. The Navy will reimburse you for travel from your home to (place of national cemetery), and return as follows: if you are the owner or driver of the vehicle, reimbursement will be made at the rate of (number) cents a mile; if you travel as a passenger in a privately owned vehicle, you will be reimbursed at the rate of (number) cents per mile. Per diem allowances are not payable.

Upon completion of your travel, you may obtain reimbursement for your travel expenses by completing the attached DD Form 1351-2 (original and two copies) and mailing it to the Commander, Naval Medical Command, Washington, DC 20372-5120. This letter, which represents the authority for your travel at Government expense, should be returned with your application for reimbursement. If you were the owner or driver of the vehicle and responsible for the operat-

16-6a(2)

16-6a(2)(a)

ing expenses, you should add and sign the following statement on the reverse of the DD Form 1351-2 for the purpose of establishing eligibility for the (number) cents a mile rate: "I, (full name), certify that I was the owner (or operator) of a privately owned vehicle used for the travel described on the obverse and that I was responsible for the operating expenses thereof." The Casualty Assistance Calls Officer may assist you in filing this claim.

Suggest that family members arrive at (place and address of the national cemetery) at least 15 minutes prior to the scheduled services.

Should you desire to send flowers to the cemetery, they should be marked with your (son's, daughter's, grandson's, etc.) name for delivery to the Superintendent of (name and address of national cemetery).

Respectfully,

2/If the mode of transportation is by air or rail and a transportation request is to be issued, substitute the following paragraph for paragraph 2 and modify paragraph 3 accordingly by deleting reference to travel by private vehicle:

We have been informed that you will attend the services and will travel by (air or rail). As requested, you will be issued Government Travel Requests for round trip transportation from (place of residence) to (place of interment). In addition, other transportation expenses may be allowed upon completing the attached DD Form 1351-2, original and two copies, and mailing to the Commander, Naval Medical Command, MEDCOM-332, Washington, D.C. 20372-5120. Per diem allowances are not payable.

(2) Travel. Travel by either common carrier or private vehicle is authorized and Government Travel Requests will be issued to the PNOK and selected relatives travelling by common carrier. If travel is by private vehicle, the owner or operator thereof may be reimbursed at current mileage rates applicable to the driver or owner, and passengers at mileage rates applicable to passengers.

(a) CACOs assigned to aid families will inform COMNAV MEDCOM and CMC (MHP-10) as to the itineraries of family members,

16-6a(2)(b)

16-6b(1)(a)

including those traveling by private auto. Include the hotel or motel information required in paragraph 16-7.

(b) When requested, assign a Navy or Marine Corps officer to meet members of each family traveling by common carrier at the terminal. Provide each family transportation to the hotel, motel, or other place they will be staying and to the cemetery. Emphasize that the assigned officer should accompany each family to help them in every way possible. COMNAVMECOM or CMC (MHP-10) will request an activity at or near the place of interment to provide these services. If any difficulties are encountered in completing arrangements to provide transportation and such other required services, direct requests for assistance to the OMA/NH (appendix F) servicing the area in which the cemetery is located or, if appropriate, to COMNAVMECOM (MECOM-332) and CMC (MHP-10).

(3) Reimbursement. CACOs will help authorized travelers in preparation and submission of requests for reimbursement of authorized expenses. Reimbursement requests must be filed using DD 1351-2, Travel Voucher or Subvoucher. Submit to COMNAVMECOM (MECOM-332) accompanied by a copy of the letter of invitation (paragraph 16-6a(1) refers). Owners or operators of private vehicles used in such transportation must also submit a statement with their claims that they were the owners or operators of the vehicles and were responsible for the operating expenses thereof. Per paragraph 16-6a(1), provide a DD 1351-2 to appropriate relatives of the deceased.

b. Option II. Under a program authorized by 37 U.S.C. 411f and administered by COMNAVMECOM and CMC, round trip transportation to the burial site may be provided to family members listed below of members who die while on active duty for a period of 30 days or longer. Unlike option I, travel is not limited to individuals attending group burials. A per diem allowance is authorized under this option for attending family members when the member's burial site is not in the family member's local area or the total time from departure from place of residence to time of return after burial is more than 10 hours. See NAVMECOMINST 1770.1; MARCOR CASPROC MAN, MCO P3040.4; and Joint Federal Travel Regulations (JFTR) U5242 for additional information. If the PNOK selects this option, the following is applicable.

(1) Eligible Family Members. Under option II, the following relatives are authorized to attend burials at the expense of the Government:

(a) Deceased member's spouse. An active duty spouse of a deceased member is not considered an eligible family member for this benefit.

16-6b(1)(b)

16-6b(2)(a)

(b) Deceased member's children under 21 years of age to include:

1. Unmarried legitimate children.
2. Unmarried stepchildren (including illegitimate children of member's spouse who are in fact dependent upon the member).
3. Member's unmarried adopted children who are in fact dependent upon the member.

(c) Deceased member's unmarried illegitimate children:

1. Whose parentage has been admitted in writing by the member father or member mother, or,
2. Whose alleged member-father has been judicially decreed by other than a foreign court to be the father of the children or,
3. Whose alleged member-father has been judicially ordered to contribute to the children's support.
4. Children in paragraphs 1, 2, and 3 must be dependent on the member for over one-half of their support.

(d) Deceased member's child, as defined in paragraphs 16-6b(1)(a) through (c) above, over 21 years of age but incapable of self-support due to a mental or physical impairment and in fact dependent on the member for over one-half of his or her support.

(e) Deceased member's parents if there are no dependents meeting the eligibility criteria in paragraphs 16-6b(1)(a) through (d) above. Parents include step-parents, parents by adoption, or former step-parents who stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member attained 21 years of age.

(2) Eligibility Requirements

(a) If the deceased member was called or ordered to active duty from a place in the 50 United States, Puerto Rico, or a possession of the United States, transportation and per diem is authorized for eligible survivors from the member's place of active duty or the traveler's residence anywhere in the world to the burial site in the United States and return to the place of active duty or place of residence.

16-6b(2)(b)

16-6b(3)(a)2b

(b) If the deceased member was called or ordered to active duty from a place outside the 50 United States, Puerto Rico, or a possession of the United States, transportation and per diem are authorized for eligible survivors:

1. From the member's place of active duty or the traveler's place of residence anywhere in the world,

2. To the burial site at the place from which the member was called or ordered to active duty or anywhere in the United States, Puerto Rico, or possessions of the United States, and

3. Return to the place of active duty or place of residence.

(3) Benefits. Round trip transportation and, when appropriate, per diem to the place of interment is authorized for all eligible relatives. Per diem is not payable when the burial site is in the local area, as defined in Joint Federal Travel Regulations, or the total time from departure to time of return can be performed within 10 hours or less. Military air transportation within the 48 contiguous United States is not authorized.

(a) Travel

1. Government transportation will be used to the maximum extent practicable in connection with transoceanic travel of relatives who must travel outside the 48 contiguous United States. All international or transoceanic travel should be arranged through a Navy Passenger Transportation Office (NAVPTO) to ensure travel is performed per JFTR U5242. Further, arrangements made through the NAVPTO precludes financial hardships associated with limited reimbursement due to non-compliance with JFTR provisions.

2. For travel in the 48 contiguous United States of eligible family members residing both in and outside the United States (JFTR U5242), eligible family members are entitled to one or a combination of the following transportation allowances for round trip travel:

a. Transportation in kind or a transportation request (TR).

b. Reimbursement for the cost of personally procured commercial transportation for the mode of transportation

16-6b(3)(a)2c

16-6b(4)(b)

used, not to exceed the cost to the Government had a transportation request been used.

c. A monetary allowance of \$0.205 per mile for the driver who uses privately owned conveyance. Passengers are not entitled to this allowance.

(b) Per Diem. When relatives reside within the 48 contiguous United States, a maximum of 2 days per diem is authorized for necessary travel time. Per diem in excess of 2 days may be authorized to accommodate the time necessary to perform travel from outside the United States, Puerto Rico, or possessions of the United States (See JFTR U5244-B3). Per diem is at the flat rate of \$50.00 per day for travel within the United States. For travel outside the United States, see Appendix B of JFTR for rates applicable to the area. Per diem is not subject to deductions and advance per diem is not authorized. Per diem will be paid based upon the location of the traveler at midnight, including the day of return (see paragraph 16-6b for further limitations).

(4) Orders and Claims. Travel orders will be issued and claims made per the following:

(a) Orders

1. COMNAVMILPERSCOM (N-122), and when appropriate CMC (MHP-10), will liaise with CACOs assigned to families of Navy and Marine Corps personnel and issue them message travel order authorizations for delivery to eligible travelers. An information copy will be provided to each CACO's servicing personnel support detachment (PERSUPPDET) or the nearest NAVPTO in overseas areas.

2. CACOs will advise travelers of entitlements and certify the naval message authorization as the original travel order. To arrange travel, CACOs will contact the local PERSUPPDET/NAVPTO. That activity will determine actual costs and make travel arrangements by issuing carrier tickets for pickup by the CACO or traveler at either the PERSUPPDET/NAVPTO or appropriate transportation terminal when traveling via common carrier. Via message, CACOs will advise COMNAVMILPERSCOM (N-122) and the appropriate CACO coordinator in appendix R of the actual transportation costs, itinerary, and names of travelers.

(b) Claims. Within 5 days after completion of travel, CACOs will help each authorized traveler in completing and submitting a travel claim on a DD 1351-2, Travel Voucher or Subvoucher. A copy of the settled claim must be forwarded by the claims settle-

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16-8b(3)

ment office to COMNAVMILPERSCOM (N-021), Washington, DC 20370-5021. If travel option II is selected, the CACO will also provide the PNOK with a DD 1375 and help in its preparation and submission to obtain the interment allowance (\$75 for group interments). Send the completed DD 1375 to the Commander, Naval Medical Command, Washington, DC 20372-5120 to effect payment of the allowance.

16-7. Hotel or Motel Reservations. CACOs assigned to help families will inform COMNAVMEDCOM (MEDCOM-332) or CMC (MHP-10) of each family's desires concerning hotel or motel reservations, or where each family member plans to stay. If reservations are desired in hotels or motels, information is required as to the number of rooms, types (single or double), price range, and planned length of stay. If option II was selected, the per diem allowance is intended to cover this cost. If option I was selected, authorized travelers are responsible for the cost of such accommodations. COMNAVMEDCOM (MEDCOM-332) or CMC (MHP-10) will contact an activity at or near the place of interment to make appropriate hotel or motel reservations as requested by family members.

16-8. Honors and Flags

a. Honors. Each group interment will be conducted with full military honors and per the religious ceremonies applicable to all denominations represented within the group.

b. Flags

(1) The required number of flags (paragraph 16-8b(3)) should be provided by the activity arranging transportation of remains and should accompany remains to place of burial. Flags may be placed inside the casket container(s) or carried by the escort(s), as appropriate.

(2) A standard burial flag (ceremonial flag) will be used to drape each casket throughout the interment ceremony. When ceremonial flags are removed from caskets during the final phase of committal services, they should be retired from the scene by military escort. Such ceremonial flags are never presented to a PNOK or SNOK; make disposition under subparagraph 16-8b(4).

(3) A quantity of flags, identical to the ceremonial flags and equal to the number of family members eligible to receive them, should be prominently displayed on a small stand at the head of the grave during the ceremony. After the committal service has been completed, the escort accompanying each family should proceed to the display stand and obtain a flag(s) for presentation to the

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family member(s), as appropriate. Flags should be presented with an appropriately worded statement such as "This flag is presented to you on behalf of our grateful nation in recognition of the faithful service performed by your (husband, son, father, mother, etc.). The flag is presented with the hope that it will serve as a lasting symbol of the devotion displayed in the performance of duty to (his or her) country."

(4) Mail the ceremonial flag to the commanding officer of the parent organization with a letter attesting to its relationship to the specific ceremony. Express the hope that it may be of further ceremonial use within that military organization. If there is only one ceremonial flag and more than one parent organization is involved, give the flag to the predominant organization or to the organization of the senior deceased member. If the preceding method is not considered appropriate in the disposition of a flag in a specific situation, seek advice from COMNAVMEDCOM (MEDCOM-332).

16-9. Photographs. If a military photographer is available, photographs of the services should be taken and, if the families so desire, a set of the prints will be sent to the primary and secondary NOK of each decedent included in the group. Procurement of this service through commercial sources is not authorized.

16-10. Headstones. The grave(s) in which a group is interred will be marked with a headstone(s) inscribed with the names of all known members. When the number of names exceeds the standard-size grave marker, the director or superintendent of the cemetery will initiate action to obtain a special grave marker.

APPENDIX A

BIBLIOGRAPHY OF INSTRUCTIONS, NOTICES, MANUALS, AND
OTHER SOURCE MATERIALS CITED

<u>Source</u>	<u>Title</u>
BUMEDINST 6510.6B	Aviation Pathology Program
CINCPAC Instruction 5360.2	Mortuary Affairs Program
CINCUSNAVEUR/USCOMEASTLANT Instruction 5360.1K	Mortuary Services and Dece- dent Affairs (Peacetime)
CMMI 790.6	Civilian Manpower Management Instruction
COMSC Instruction 5100.17	
DOD Directive 1344.8 of 25 Sep 1978	Interment Allowance for De- ceased Active Duty Personnel
Federal Acquisition Regulation	
FMFM 4-8	Handling of Deceased Person- nel in Theaters of Opera- tions
FSC 9930	Memorials, Cemeterial and Mortuary Equipment
Joint Federal Travel Regulations	
Joint Travel Regulations	
MANMED	Manual of the Medical Depart- ment
MILPERSMAN	Naval Military Personnel Com- mand Manual
MCO P3040.4	Marine Corps Casualty Proce- dures Manual
NAVCOMPT Manual	
NAVMC 2691	Marine Corps Drill and Cere- monies Manual

NAVMEDCOMINST 5360.1

APPENDIX A (Continued)

NAVMED P-5065	Autopsy Manual
NAVMEDCOMINST 5360.3	Organ Disposal After Autopsy
NAVMILPERSCOMINST 1770.1	Casualty Assistance Calls Program (CACP) Manual
NAVPERS 15555A	Naval Military Funerals
NAVPERS 15955F	Manual for Escorts of Deceased Naval Personnel
NAVSUP Manual	
Navy Regulations, U.S.	
Navy Travel Instructions	
OPNAVINST 4630.25B	Air Transportation Eligibil- ity
OPNAVINST 4950.1H	Department of the Navy Secu- rity Assistance Training
OPNAVINST 5360.3C	Assignment of Funeral Escort Commanders
OPNAVINST 5400.24D	Command, Area Coordination, and Command Relationships
SECNAVINST 5212.5C	Disposal of Navy and Marine Corps Records
Title 5, United States Code	
Title 10, United States Code	
Title 37, United States Code	
Title 38, United States Code	
USEUCOM Directive 66-1	Logistic Services, General (Mortuary Services)

APPENDIX B

Care and Disposition of Remains When Multiple Deaths of
Members of Two or More Services Occur as
Result of Disaster or Major Accident

	Paragraph
Purpose	1
Explanation of Terms	2
Policies	3
Responsibilities	4

1. Purpose. This appendix delineates policies and responsibilities for recovery, identification, preparation, encasement, and transportation of remains when multiple deaths of members of two or more services occur as a result of a disaster or major accident in time of peace.

2. Explanation of Terms. For the purpose of this appendix, the following terms apply:

a. Care and Disposition of Remains. Includes search for, recovery, identification, preparation, encasement, transportation, and interment of remains.

b. Parent Service. Uniformed service of which the deceased was a member.

c. Responsible Authority. Uniformed service assigned responsibility for providing mortuary service to other services' beneficiaries.

d. Custody. Guardianship or keeping of remains.

e. Departmental Level. For the Army, Commander, U.S. Army Military Personnel Center, ATTN: DAPC-PDC-MM, Casualty and Memorial Affairs Operations Center, Alexandria, VA 22331-0400; for the Navy, Commander, Naval Medical Command (MEDCOM-332), Washington, DC 20372-5120, and when Marines or Marine activities are involved, the Commandant, U.S. Marine Corps (MHP-10), Washington, DC 20380-0001; and for the Air Force, Headquarters, Air Force Engineering and Services Center-DEHM, Tyndall Air Force Base, FL 32403-6001. If Coast Guard, USPHS, or NOAA personnel are involved, see paragraph 15-1b for their equivalent departmental levels.

3. Policies

a. To ensure that remains are recovered, identified, prepared, and transported as expeditiously as possible, the Departments of the Army, the Navy, and the Air Force cooperate with each other to the fullest extent. Problems concerning care, handling, and dispo-

APPENDIX B (Continued)

sition of remains which cannot be resolved readily in the field will be referred for coordination and decision at departmental level. In that regard, the Department of the Air Force desires to participate in the identification of their deceased but desires to take full responsibility for all other actions as required in the care, handling, and disposition of their dead. To the extent possible, responsible naval authorities will cooperate in the Air Force's desires.

b. The uniformed service of the deceased will:

(1) If it so desires, assume custody of remains after identification for preparation, encasement, and transportation.

(2) Be responsible for all communications with the primary and secondary next of kin.

(3) Defray expenses in connection with the care and disposition of identified remains.

c. Procedures for processing remains to establish identification will be coordinated at field level (see paragraph 4-7 concerning identification processing and handling of personal effects). When technical specialists are required to aid in identification (in addition to those available in the disaster area), field commanders will request designated headquarters (chapter 15, paragraph 15-1b), through channels, to furnish specialists. Coordination will be effected by the headquarters indicated prior to dispatch of technical personnel.

d. When remains cannot be segregated and individually identified, the activity having custody of the remains will report to its departmental headquarters for further instructions.

e. Coordination will be accomplished at departmental level in selecting a national cemetery for a group interment of unidentified remains. Costs in connection with preparation, caskets, and transportation will not be prorated among the different uniformed services involved. These costs will be paid from the funds of the uniformed service making the arrangements. Each service whose personnel are involved in a group of unidentified remains will normally provide one escort. Additional escorts from each service may be provided under certain circumstances when considered feasible. The service of which each escort is a member will bear the costs of transportation and per diem of the escort.

APPENDIX B (Continued)

4. Responsibilitiesa. In the 48 Contiguous United States

(1) The military installation, nearest the scene of a disaster or a major accident with the requisite facilities and personnel, will take immediate action to recover remains. Per an agreement with the Department of the Air Force, if possible, such remains will be moved to the USAF Mortuary Facility, Dover Air Force Base, Delaware to be identified and, unless a request to the contrary has been received from the parent service, preparation. When a disaster involves a common carrier, local civil authorities will initiate the action; however, military authorities will offer help and will cooperate and coordinate with civil authorities. When the accident involves military aircraft or Government carrier, the responsible military installation will coordinate closely with the services whose personnel are involved in the accident.

(2) Departmental headquarters and field commanders involved will cooperate to the fullest extent in providing information and help in recovery and identification.

(3) The military installation having custody of remains will arrange for preparation and shipment unless the parent service desires to make arrangements for shipment. The activity having custody will furnish all required information to the parent service or services to speed notification to consignees, PNOK, and SNOK. This includes those remains, not individually segregated and identified, which will be buried as a group in a national cemetery.

b. Outside the 48 Contiguous United States

(1) In areas where mortuary service responsibility has been assigned, the uniformed service responsible for providing mortuary service, in coordination with the other services involved, will initiate immediate action to recover, identify, and prepare remains. If the disaster or major accident occurs in an area where mortuary service responsibility has not been assigned, the military commander of the area will take immediate action to recover, identify, and prepare remains. The military commander may request help from the nearest Armed Forces mortuary and will coordinate closely with civil authorities.

(2) Individually identified remains, after preparation, will be processed per established procedures, unless a request to the contrary has been received from the deceased's parent service.

APPENDIX B (Continued)

(3) When required, the responsible authority overseas will seek aid from technical specialists. When identification cannot be accomplished in the field, the uniformed services whose members are involved will coordinate at departmental level in providing technical specialists to review the findings of the overseas command and to reprocess remains at a U.S. port of entry in an effort to establish individual identification. Technical specialists will forward their findings to the parent service(s) immediately after completion of their work. Each service will then issue appropriate instructions to its field installation and notify the primary and secondary next of kin.

(4) When all efforts to identify individual remains have been unsuccessful, responsible authorities on site having custody of the remains will so advise each service's departmental headquarters. (Inasmuch as the AF desires to participate in the identification process when AF personnel are or may be involved, the AF supplied identification specialist will determine whether AF remains are individually identified, will be committed as a group, or cannot be identified.) Field commanders of other services whose personnel are involved will also notify their departmental headquarters. The departmental headquarters of an overseas authority having custody of remains, after coordination with the other services involved, will designate the U.S. port of entry to which the remains are to be transported.

APPENDIX C

Mortuary Supplies and Equipment

<u>AAC</u>	<u>National Stock No.</u>	<u>Supply Source</u>	<u>Description Data</u>
D	9930-00-191-9319	S9G	Aspirator, Hydro, Mortuary: Attaches to a water faucet and operates by running water
D	9930-00-559-1171	S9I	Aspirator, Post, Mortuary: Attaches to Hydro Aspirator
D	9930-00-927-4569	S9G	Bag, Plastic, Clear: 90 In. (225 cm) L, 36 In. (90 cm) W, 4 Mil Thick, 50 per pkg
L	9930-00-255-8719	JDC	Carotid Set
D	9930-00-823-9805	S9G	Case, Transfer, Human Remains: Aluminum
L	9930-00-164-0656	JDC	Dermasurgery Wax, Paste; 1b (0.45 kg) can NME
D	9930-00-281-4656	S9G	Embalming Kit with Components
Z	9930-00-654-2470	S9G	Fluid, Resensitizing
L	9930-00-654-2469	JDC	Footprint Pad
D	9930-00-340-1800	GSA	Gooseneck, Embalming: Curved Brass Tubes
L	9930-00-164-0657	JDC	Gooseneck, Embalming: Curved Steel Tubes
L	9930-00-164-0658	JDC	Head Rest, Mortuary: Molded Semi-Hard Rubber
D	9930-00-242-4409	S9G	Injector, Embalming Fluid: Pressure Type; 2 1/2 Gal. (9.5 L) Cap; glass tank or percolator
K	9930-00-376-1320	S9G	Injector, Embalming Needle: Utility Model

APPENDIX C (Continued)

<u>AAC</u>	<u>National Stock No.</u>	<u>Supply Source</u>	<u>Description Data</u>
D	9930-00-375-1708	S9G	Needles, Injector, Embalming: 1 Gross per box
D	9930-00-170-1492	S9G	Pouch, Human Remains: Cotton Duck; Olive Green
L	9930-00-240-2766	JDC	Pump, Aspirating, Mortuary
Z	4110-00-278-9744	S9G	Refrigerator Mortuary: 2 Cadaver
D	4110-00-993-8126	S9G	Refrigerator Mortuary: 5 Cadaver
L	9930-00-255-8756	JDC	Syringe, Bulb, Embalming: Rub- ber Overall
L	9930-00-164-0648	JDC	Table, Operating, Mortuary: Porcelain Enameled Finish; Adjustable Tilt Top Type; 78 In. (195.0 cm) L, 26 In. (65.0 cm) W, 33 In. (82.5 cm) H
L	9930-00-170-8379	JDC	Trocar, Straight, perforated: 5 In. (22.5 cm) w/Integral Handle
L	9930-00-170-8377	JDC	Trocar, Straight, perforated: w/Nonreversible Detachable Handle - 12 In. (30.0 cm)
L	9930-00-170-8376	JDC	Trocar, Straight, perforated: w/Nonreversible Detachable Handle - 14 In. (35.0 cm)
L	9930-00-170-8381	JDC	Trocar, Straight, perforated: w/Nonreversible Detachable Handle - 16 In. (40.0 cm)
D	9930-00-163-9921	S9G	Truck, Casket Steel Utility Type
L	9930-00-250-2532	JDC	Tube, Drainage, Embalming: Axillary Type, Curved w/Plunger - Large

APPENDIX C (Continued)

<u>AAC</u>	<u>National Stock No.</u>	<u>Supply Source</u>	<u>Description Data</u>
L	9930-00-250-2533	JDC	Tube, Drainage, Embalming: Axillary Type, Curved w/Plunger - Medium
L	9930-00-250-2534	JDC	Tube, Drainage, Embalming: Axillary Type, Curved w/Plunger - Small
L	9930-00-694-5196	JDC	Tube, Drainage, Embalming: Nasal Type, Curved w/Plunger - Medium
Z	9930-00-384-4100	S9G	Tube, Injecting, Embalming: Straight - Medium
L	9930-00-164-6929	JDC	Tube, Injecting, Embalming: Curved Shape - Large
L	9930-00-164-6931	JDC	Tube, Injecting, Embalming: Curved Shape - Medium
L	9930-00-164-6930	JDC	Tube, Injecting, Embalming: Curved Shape - Small
D	8105-00-174-0808	GSA	Bag, Deceased Military Per- sonal Effects
D	8345-00-782-3010	S9G	Case, Flag, Plastic (Inter- ment) (w/o Insignia)
D	8345-00-656-1432	S9G	Flag, USA (50 Star Interment)
D	7520-00-275-8078	S9G	Kit, Fingerprint Taking
	3540-00-056-5890	GSA	Sealer, Electric Portable
	7510-00-852-8180	GSA	Tape, Plastic 2 In. (5.0 cm) Pressure, Waterproof, Heat Resistant

See notes on following page concerning supplies and equipment not included here or which proves to be unavailable.

NOTES:

1. Any item not available in the Federal Supply System can be procured commercially.

2. Overseas mortuaries should procure quality, nationally recognized and accepted commercially manufactured embalming chemicals to accommodate embalming requirements. Several sources are Dodge, Champion, Royal Bond, Gold Crest, etc. Procure chemicals in quantities as packaged and sold commercially, e.g., pint bottles, 24 bottles to a case, etc. Select and procure chemicals that morticians are personally familiar with and which they have received the best results. Mortuaries must also determine the quantities to purchase and the frequency of purchase to ensure that the quantity of chemicals on hand do not exceed a shelf life of more than 6 months. This ensures maximum effectiveness and optimum performance of chemicals used in preparing remains in each facility.

APPENDIX D

Checklist for Pre-Award Inspection
of Funeral Establishment

1. Business. Investigate the business and financial reputation of the establishment.
2. Facilities. Inspect the facilities for adequacy of operation, including but not limited to:
 - a. Preparation room (is it clean, sanitary, and well ventilated?).
 - b. Reposing room(s).
 - c. Chapel or room to serve as chapel.
 - d. Office or private consultation room.
 - e. Holding area for remains.
 - f. Storage space for caskets and outer cases.
 - g. Decor (is it in good taste and well maintained?).
3. Fixed Equipment. Inspect equipment for adequacy of operation, including but not limited to:
 - a. Sufficient supply of embalming instruments.
 - b. Embalming table(s) or embalming-dressing table(s).
 - c. Hot and cold running water available.
 - d. Proper waste disposal facilities.
 - e. Variety of shades of cosmetics, waxes, and other derma-surgical supplies, etc.
 - f. Sufficient supplies (chemicals) for preparation of remains.
 - g. Availability of equipment necessary for religious service, including but not limited to Protestant, Catholic, and Jewish.
4. Personnel
 - a. Managing owner or manager is in good standing with professional society and is currently licensed as required by State law.

APPENDIX D (Continued)

b. Embalmers are qualified and licensed.

c. There is a sufficient number of employees, or personnel are available from other firms to adequately care for an increased workload while accomplishing their normal workload.

5. Caskets. Specification caskets and outer shipping containers the contractor proposes to furnish conform to pertinent specifications.

6. Rolling Equipment. The funeral establishment has sufficient and suitable rolling equipment (funeral coach, passenger car, etc.) to satisfy contract requirements. Vehicles are clean and in good condition.

7. Buildings and Grounds. The general exterior of the building should give the impression of being well maintained. The surrounding area, including parking area, should also give the impression of being well maintained and generally comparable to areas of the majority of funeral homes in that locale.

8. The Contract. The bidder understands conditions set forth in the contract -- such as area of performance -- and especially those pertaining to specifications.

APPENDIX E

SAFEGUARDING AND TRANSPORTING HUMAN REMAINS TO THE UNITED STATES

1. Overseas Activities Responsibilities. The procedures outlined in this paragraph 1, and paragraphs 2 through 5 are the minimum standards for all Navy overseas mortuaries. To ensure integrity and safety during transit of remains, additional procedures may be instituted at the discretion of the applicable overseas activity. Commanding officers of overseas Navy activities responsible for recovery, identification, preparation, and transportation of remains of Armed Forces personnel will:

a. Ensure the integrity of human remains processed through Navy overseas mortuaries.

b. Start the following procedures to prevent the introduction of narcotics, drugs, and other contraband items during processing and movement of remains through Navy mortuary channels.

(1) The mortuary officer will ensure that each remains and container is inspected or examined, if possible, by a military customs inspector to include:

(a) The lower and upper portion of the transfer case.

(b) The plastic and cotton shipping sheets, plastic envelopes, gauze, tape, etc.

(c) The document tube of the transfer case.

(d) Observing the actual wrapping of remains, placement in transfer case, and the securing of the two portions of the transfer case.

(2) Packing and transportation personnel will ensure that the inspector attaches numbered seals on the transfer case as indicated below:

(a) Affix serial numbered metal rail car seals on the fasteners (spring locks) at the head and foot ends of the transfer case. Numbered seals should not be used in serial sequence.

(b) Place a numbered fiber tape or other approved seal across the lid or rim of the document tube.

(3) Inspectors will certify on the Transportation Control and Movement Document (TCMD), (DD 1384), and Special Handling Data/Certification (DD 1387-2), that transfer case contains no prohibited items or commodities.

APPENDIX E (Continued)

2. Alternative Measures. In the absence of military customs inspectors, the procedures in paragraph 1 above may be accomplished by the patient administration (patient affairs) officer, decedent affairs officer, or their delegated representative. The delegated representative may be a Department of the Navy civilian employee.

3. Noncertified Military Customs Inspectors. The following additional procedures are required when inspection is made by noncertified military customs inspectors:

a. Two individuals in each mortuary facility will be present during preparation and inspection of remains prior to closure of the transfer case and installation of seals after closure.

b. Each individual will sign a certificate or statement indicating that he or she witnessed the foregoing actions. The certificate or statement will remain with the correspondence concerning the deceased in the mortuary files.

4. Document Annotation. After inspections have been accomplished by the military customs inspector or other authorized individual, mortuary personnel will annotate the following documents as indicated below:

a. Record of Identification Processing, Anatomical Chart (DD 893) - Record seal numbers on reverse side, top left corner of the chart.

b. Certificate of Death (Overseas) (DD 2064) or applicable service form - Prior to being placed in the document tube of the transfer case, the loose copy will be annotated with customs seal numbers. Numbers will be placed on bottom of page adjacent to the form number.

c. Transportation Message - Custom seal numbers will be cited in final paragraph of the message.

d. TCMD (DD 1384) - Enter, under "remarks" column, custom seal numbers as indicated in sample below:

Head	789
Foot	754
Tube	651

5. Placement In Secure Area. If a secure area is available at the terminal, remains may be moved immediately to the aerial, water, or land transportation facility to await transportation. If a secure

APPENDIX E (Continued)

area is not available, the mortuary will coordinate movement to permit direct loading or minimal time lag prior to loading.

6. Infant Type Shipping Containers. In addition to the procedures outlined in paragraphs 1 through 5 above, the following are also applicable when an infant type shipping container is used:

a. Place a metal band around the shipping container.

b. Place a serial numbered metal rail car seal through the metal band and the closed clamp to preclude removal without breaking the seal.

7. Document Tubes. Document tubes of aluminum transfer cases will not be welded closed. Tubes must remain available for placement of death certificates therein prior to transporting remains.

8. Implementing Instructions. Forward a copy of implementing instructions issued by each mortuary to the Commander, Naval Medical Command, Washington, DC 20372-5120 (Attn: MEDCOM-332). Keep COMNAVMEDCOM up-to-date as changes occur.

APPENDIX F

OFFICES OF MEDICAL AFFAIRS, NAVAL HOSPITALS
WITH OMA RESPONSIBILITIES AND COMMANDERS IN CHIEF

For the District of Columbia, Alaska, Cuba, Puerto Rico and the 48 contiguous United States, the following offices of medical affairs (OMA) and naval hospitals (NH) have been delegated decedent affairs coordinating and adjudicating responsibilities for the geographical areas outlined.

<u>Geographical Area</u>	<u>OMA/NH</u>
Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, and Wisconsin	Commander Naval Medical Command Northeast Region Office of Medical Affairs Great Lakes, IL 60088-5252 (A) 792-3844 (C) (312) 688-3844
Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, and Vermont	Commanding Officer Naval Hospital Office of Decedent Affairs Code 01-E 17th Street and Pattison Avenue Philadelphia, PA 19145-5199 (A) 443-8217 or 8219 (C) (215) 897-8217 or 8219
North Carolina	Commanding Officer Patient Admin., Code 151 Naval Hospital Camp Lejeune, NC 28542-5008 (A) 484-4106 or 4101 (C) (919) 451-4106 or 4101
South Carolina	Commanding Officer Naval Hospital Charleston, SC 29408-6900 (A) 794-6691, 6693, 6694, or 6695 (C) (803) 743-6691, 93, 94, or 95
The States of Maryland and West Virginia; the Virginia counties of Arlington, Fairfax, Loudoun, and Prince William; the Virginia cities of Alexandria, Falls Church, and Fairfax; and the District of Columbia	Commander Naval Medical Command, National Capital Region Office of Medical Affairs Bethesda, MD 20814-5011 (A) 295-5322 (C) (301) 295-5322

APPENDIX F (Continued)

<u>Geographical Area</u>	<u>OMA/NH</u>
Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Tennessee, and Texas	Commanding Officer Naval Medical Clinic Office of Medical Affairs New Orleans, LA 70146-5300 (A) 485-2406 (C) (504) 361-2406
Arizona and New Mexico; the counties of Kern, San Bernardino, San Luis Obispo, Santa Barbara, and all other California counties south thereof; the community of Bridgeport, CA (Marine Corps cold-weather training site); and Nevada except for NAS Fallon and its immediate area.	Commander Naval Medical Command Southwest Region Office of Medical Affairs San Diego, CA 92134-7000 (A) 987-2611 or 2612 (C) (619) 233-2611 or 2612
Alaska, Idaho, Montana, Nebraska, North Dakota, Oregon, South Dakota, Washington, and Wyoming	Commanding Officer Naval Medical Clinic Office of Medical Affairs Seattle, WA 98115-5004 (A) 941-3823 (C) (206) 526-3823
Colorado, Kansas, and Utah; the California counties of Inyo, Kings, Tulare, and all other counties of California north thereof; and NAS Fallon, Nevada and its immediate area	Commander Naval Medical Command Northwest Region Office of Medical Affairs Oakland, CA 94627-5025 (A) 855-5705 or 5707 (C) (415) 633-5705 or 5707
Cuba, Puerto Rico, and all areas of Virginia south and west of Prince William and Loudoun counties	Commander Naval Medical Command Mid-Atlantic Region Office of Medical Affairs 6500 Hampton Boulevard Norfolk, VA 23508-1297 (A) 564-1074 (C) (804) 445-1074

When seeking assistance concerning areas outside the District of Columbia, Alaska, Cuba, Puerto Rico, and the 48 contiguous United States and for at sea dispositions, contact:

APPENDIX F (Continued)

<u>Geographical Area</u>	<u>Commander in Chief</u>
East Coast, Gulf Coast, and Atlantic overseas area	Commander in Chief U.S. Atlantic Fleet Norfolk, VA 23511
West Coast and Pacific overseas area	Commander in Chief U.S. Pacific Fleet FPO San Francisco 96610
Per CINCUSNAVEUR/USCOMEASTLANT Instruction 5360.1K, areas of responsibility for Europe, the Middle East, Africa, and Southwest Asia are as follows:	
Belgium, Denmark, France, Germany, Yugoslavia, Luxembourg, the Netherlands, Italy north of Latitude 42-30N, Berlin and Warsaw Pact Nations, and other European nations not specifically assigned to another component.	Commander in Chief U.S. Army, Europe APO New York 09102
The United Kingdom, Ireland, Portugal, Spain, Algeria, Crete, Greece, Libya, Morocco, Norway, Tunisia, Turkey, Israel, Saudi Arabia, Egypt, Yemen Arab Republic, Sudan, Kenya, Jordan, Lebanon, Kuwait, Oman, Somalia, Liberia, and all other countries in Africa and Southwest Asia not specifically assigned to another component.	Commander in Chief U.S. Air Force, Europe APO New York 09012
The Mediterranean Islands and Italy, south of Latitude 42-30N (except Crete).	Commander in Chief U.S. Naval Forces, Europe FPO New York 09510

APPENDIX G

REQUEST FOR PAYMENT OF FUNERAL AND/OR INTERMENT EXPENSES		Form Approved OMB No. 0704-0030 Expires Nov 30, 1989
Privacy Act Statement		
AUTHORITY: 50 USC Sections 1481 through 1488, EO 9397, November 1943 (SSN) PRINCIPAL PURPOSE: To record amount of funeral and/or interment expenses incurred by next of kin. ROUTINE USES: By the Department of Defense to enable the Finance Office to pay allowable funeral and/or interment expenses. DISCLOSURE: Disclosure of requested information is voluntary; however, if not furnished, claim cannot be paid.		
PART I - TO BE COMPLETED BY MILITARY AUTHORITIES		
1. MILITARY ACTIVITY PREPARING THIS FORM		2. MILITARY ACTIVITY FORM IS TO BE MAILED TO FOR PAYMENT
a. NAME <u>NAVMEDCOM NWREG</u>		a. NAME <u>Naval Hospital</u>
b. ADDRESS (Street, City, State and Zip Code) <u>Oakland, CA 94627-5025</u>		b. ADDRESS (Street, City, State and Zip Code) <u>Philadelphia, PA 19145-5199</u>
3. NAME OF DECEDENT (Last, First, Middle Initial) <u>DOE, John A. Jr.</u>		4. PAY GRADE/RANK <u>HMC</u>
5. SERVICE NUMBER/SSN <u>222-22-2222</u>		6. PLACE OF DEATH (City, State, Country) <u>Guam</u>
7. DATE OF DEATH (YYMMDD) <u>20 Nov 86</u>		8. NAME OF NEXT OF KIN <u>Mr. John A. Doe, Sr.</u>
9. RELATIONSHIP <u>Father</u>		10. FUNERAL DIRECTOR AND/OR NATIONAL CEMETERY SELECTED BY NEXT OF KIN
a. NAME <u>Final Resting Funeral Home</u>		
b. ADDRESS (Street, City, State and Zip Code) <u>4444 Broadway, Brooklyn, NY 11251</u>		
11. GOVERNMENT CONTRACT FOR CARE OF REMAINS IN EFFECT AT PLACE OF DEATH		
<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (Enter name of contracting activity)		
PART II - TO BE COMPLETED BY NEXT OF KIN (Proper completion will expedite settlement.)		
a. Complete items 12 and 13. b. Fill in either item 14 or 15. (Do not fill in both.) c. Complete item 16, if applicable. d. Complete item 17. e. Mail to addressee in item 2. f. Attach copies of bills for all interment costs.		
12. CEMETERY, MAUSOLEUM OR OTHER DISPOSITION		
a. NAME <u>Memorial Gardens</u>		
b. ADDRESS (Street, City, State and Zip Code) <u>1313 Long Island Way, Long Island, NY 11259</u>		
13. DATE OF INTERMENT <u>25 Nov 86</u>		14. INTERMENT COSTS (To be completed when next of kin arranged for interment only. If next of kin arranged for preparation and casketing, leave this item blank and fill in item 15. Enter total amount paid or incurred for one or more of the following: Cost of grave site, opening and closing grave, burial vault, church service or clergy's fee, obituary notice, flowers, services of funeral director, including use of his facilities, and motor service.)
<u>\$ 1750.00</u>		15. TO BE COMPLETED WHEN NEXT OF KIN MADE ALL ARRANGEMENTS
a. CASKET, PRESERVATION AND RELATED SERVICES		\$ <u>n/a</u>
b. CREMATION AND URN		\$ <u>n/a</u>
c. CLOTHING		\$ <u>n/a</u>
d. INTERMENT COSTS (Enter total amount paid or incurred for items listed in item 14)		\$ <u>1750.00</u>
16. SHIPPING COSTS (To be completed when next of kin paid or incurred cost for shipment of remains.)		
a. REMOVAL FROM PLACE OF DEATH TO PREPARATION POINT		
b. DELIVERY FROM PREPARATION POINT TO COMMON CARRIER		
c. SHIPPING COST		
(1) Shipped From (City and State) <u>JFK Airport, NY</u>	(2) Shipped To (City and State) <u>Brooklyn, NY</u>	(3) Mode of Shipment (X one) <input type="checkbox"/> Air <input checked="" type="checkbox"/> Hearse
d. REMOVAL FROM COMMON CARRIER TO RECEIVING FUNERAL HOME		
e. DELIVERY TO CEMETERY		
d. <u>\$ 50.00</u> e. <u>\$ 50.00</u>		
17. STATEMENT OF NEXT OF KIN: I HAVE PAID OR INCURRED EXPENSES IN THE AMOUNTS ENTERED IN ITEMS 14, 15, AND/OR 16. I DESIRE THAT THE AMOUNT ALLOWABLE BY THE GOVERNMENT BE PAID TO:		
a. NAME OF PAYEE (Print or Type) <u>Final Resting Funeral Home</u>		
b. ADDRESS OF PAYEE (Street, City, State and Zip Code) <u>4444 Broadway Brooklyn, NY 11251</u>		
c. SIGNATURE OF NEXT OF KIN <u>/s/ John A. Doe, Sr.</u>		
d. DATE SIGNED <u>29 Nov 86</u>		

APPENDIX H

STATEMENT OF RECOGNITION OF DECEASED			
For use of this form see FM 10-63. Proponent agency is TRADOC.			
PRIVACY ACT STATEMENT			
AUTHORITY: 10 USC Sections 1481 through 1488			
PRINCIPLE PURPOSE: To establish initial identification of deceased personnel			
ROUTINE USE: For documentation of visual identification of deceased personnel			
DISCLOSURE: Disclosure of required information is voluntary and will in no way affect or jeopardize the individual effecting the visual identification of the deceased person			
1 INFORMATION ON DECEASED			
a. NAME (Last, First, Middle Initial) DOE, John A. Jr.		b. RANK HMC	c. SSN 222-22-2222
d. ORGANIZATION NAVMEDADMINU TAMC		e. SERVICE COMPONENT U. S. NAVY	
2 I HAVE PERSONALLY VIEWED THE REMAINS IDENTIFIED ABOVE. RECOGNITION IS BASED ON THE FOLLOWING.			
a. SEX Male	b. APPROXIMATE AGE (Years) 23	c. APPROXIMATE HEIGHT 6'2"	d. RACE Caucasian
e. HAIR COLOR (If brown, indicate light or dark, as applicable) Light Brown		f. BUILD/MUSCULARITY (Slender, medium, heavy or obese) Medium	
g. IDENTIFYING MARKS (Fully describe by type and location ALL known scars, tattoos, birthmarks, amputations or other body markings/criteria to support the identification (if none, so state)) Eagle head tattoo on left forearm.			
h. RELATIONSHIP TO DECEASED (CDR, ISG, Friend, Brother, etc.) Friend		i. LENGTH OF TIME YOU KNEW DECEASED (Number of months or years) 3 years	
J. REMARKS None			
3. DETAILS OF VIEWING			
a. DATE 20 Apr 86		b. TIME 1400 hrs.	c. PLACE Hawaii
4 PERSON MAKING VISUAL IDENTIFICATION			
a. NAME (Last, First, Middle Initial) Eastenbury, Jimmy H.		b. RANK / GRADE LtJG	c. SSN 333-33-3333
e. SIGNATURE /s/ Jimmy H. Eastenbury		f. DATE SIGNED 20 Apr 86	
d. ORGANIZATION NAVMEDADMINU TAMC			
5 WITNESS			
I CERTIFY THAT THE INDIVIDUAL IDENTIFIED IN ITEM 4 HAS VIEWED THE REMAINS IN MY PRESENCE, THAT TO THE BEST OF MY KNOWLEDGE THE ABOVE STATEMENTS ARE TRUE, AND THAT THE REMAINS HAVE BEEN PROPERLY TAGGED AS THE ABOVE NAMED DECEASED.			
a. NAME (Last, First, Middle Initial) Moe, Gordon D.		b. RANK GS-10	c. TITLE Mortuary Officer
d. SIGNATURE /s/ Gordon D. Moe		e. DATE SIGNED 20 Apr 86	f. ORGANIZATION US Army Mortuary, Hawaii

APPENDIX I

AGREEMENT FOR INTERMENT <small>For use of this form, see TM 10-287; the proponent agency is The Adjutant General's Office.</small>		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	24 USC 281 and AR 210-190.	
PRINCIPAL PURPOSE:	To permit interment of a deceased dependent.	
ROUTINE USES:	To be filed at the interring cemetery, with access restricted to DOD personnel.	
DISCLOSURE:	Voluntary, but failure to provide personal data requested could delay or preclude interment.	
<i>NOTE: "Interment" as used herein refers to either ground burial or inurnment in a Columbarium niche.</i>		
This Agreement made this <u>15th</u> day of <u>July</u> , 1985		
I, <u>HMC John A. Doe, Jr., 222-22-2222</u> , wish to have my <u>son</u>	<small>(Name) (Relationship)</small>	
<u>John A. Doe, III</u> , interred/inurned in <u>Grave 22, Section 8</u>	<small>(Dependent's Name) (Grave or Niche Location)</small>	
<u>Arlington National</u> Cemetery on the basis of my present eligibility for interment therein.		
Therefore, I agree to be interred in the same grave/niche upon my own death, and direct my executor to carry out this commitment if I am unable to do so. I further agree that, should I become ineligible for interment in the Cemetery, should I or my executor decide in future I will be interred elsewhere, or should this agreement become unenforceable for any other reason, my dependent's remains will be removed from the Cemetery without cost to the Government.		
<div style="text-align: right;"> /s/ John A. Doe, Jr. SIGNATURE <u>John A. Doe, Jr.</u> <u>HMC 222-22-2222</u> PRINTED NAME, GRADE, AND SERVICE NUMBER/SSN <u>U. S. Navy</u> ORGANIZATION <u>33 Main Boulevard</u> HOME OF RECORD (Street Address) <u>Port Sneed, Md. 30451</u> (City, State, ZIP Code) </div>		
WITNESSES:		
(1) <u>/s/ Lt. Gregory</u> SIGNATURE <u>123 Clear Sky Drive</u> STREET ADDRESS <u>Herndon, Va. 22000</u> CITY, STATE, ZIP CODE	(2) <u>/s/ HM2 Steinway</u> SIGNATURE <u>NCO Barracks</u> STREET ADDRESS <u>Fort Myers, Va. 00000</u> CITY, STATE, ZIP CODE	
THIS PORTION TO BE COMPLETED BY CEMETERY PERSONNEL		
GROUND BURIAL SECTION	COURT	COLUMBARIUM INURNMENT STACK
GRAVE	SECTION	NUMBER

APPENDIX J

ARMED SERVICES SPECIFICATION
 CARE OF REMAINS OF DECEASED PERSONNEL
 REGULAR AND PORT OF ENTRY REQUIREMENTS

1. SCOPE

1.1 This specification (in four parts) establishes minimum standards for the care and handling of deceased personnel. It encompasses professional services and requirements, caskets, shipping containers, transportation, and hygienic practices. This part I of the specification is applicable to regular and port of entry requirements (Certain modifications have been made throughout to accommodate its inclusion in this instruction).

PART I

2. CLASSIFICATION

2.1 Remains, autopsied (partial or complete) or unautopsied, are defined as one of the following types.

2.1.1 Nonviewable: Any remains where there exists extreme mutilation, advanced stages of decomposition, severe burn wounds or charring, and restoration of viewable exposed tissue surfaces to the known ante mortem appearance of the deceased by restorative art is not possible.

2.1.2 Viewable: Any remains (a) undamaged by trauma or disease or (b) damaged by trauma or disease but viewable tissue surfaces are restored to the known ante mortem appearance of the deceased by restorative art work.

2.1.3 Casket: The standard and oversize 18 gauge metal sealer, cut top casket will be used for viewable and nonviewable adult remains.

3. APPLICABLE DOCUMENTS

3.1 There are no applicable documents to this part of this specification.

4. SERVICES

4.1 General: The contractor will be responsible for providing professional services of the highest quality to assure viewing of the remains under optimal conditions. The contractor will practice hygienic measures that will assure complete and satisfactory disinfection and sanitation of the funeral establishment.

4.2 Processing or Reprocessing Remains

4.2.1 Processing of Remains: The complete preservation (embalming) and disinfection, application of restorative art techniques and cosmetics, dressing or wrapping, casketing, and transportation of remains as directed by the contracting officer or designee.

4.2.2 Reprocessing of Remains: The inspection and correction of all discrepancies noted in preservation (embalming). Application of restorative art techniques and cosmetics, dressing or wrapping, casketing, and transportation of remains as directed by the contracting officer or designee.

4.2.3 Unidentified Remains: If identification of remains is not officially established, the remains will be placed under refrigeration at 38-40 (F) (3.3 - 4.4C). If mechanical refrigeration is not available within a reasonable distance, ice chests or ice packs will be used in lieu of the mechanical refrigeration. Processing (embalming) will not be accomplished until remains are released by a responsible official as identified.

4.2.4 Restorative Art: Major restorative art is an integral part of the processing and reprocessing of remains. It will include, but not be limited to, rebuilding a large wound; rebuilding of facial features such as ear, nose, eye, mouth, chin, etc.; removal of damaged tissue followed by restoration; restoration of scalp hair; and the application of cosmetics to render restored surfaces nondetectable. Restorative art will be accomplished per the highest professional standards.

4.2.5 Chemical Preservative Preparation: Arterial, cavity, and other embalming chemicals used in the treatment of all remains, under this contract, will effect the maximum preservation and disinfection of all body tissue including those associated with body cavities (organs).

4.2.6 The contractor will provide high quality service and a sufficient number of licensed embalmers to process (embalm) or reprocess any remains under this contract on a timely basis. Interns (apprentices) may be used to assist the licensed embalmer per applicable State regulations. All supplies and technical procedures will conform to standards and professional techniques acceptable to the funeral service industry. Embalmers will use any and all optional techniques available to assure complete and adequate treatment of remains.

5. TREATMENT OF REMAINS

5.1 General: Frequently, final disposition of processed or reprocessed remains may not be effected for a period of 10 days or more;

may be transported over long distances; or be subjected to hot, humid conditions. At all times the remains must be free of putrefaction and infectious agents. This requires the thorough disinfection and uniform preservation of all body tissues. Employment of continuous injection and intermittent drainage enhances chemical distribution and penetration. Use of humectants (moisture retention chemicals) in the arterial injection solution will help to achieve greater tissue penetration, and to restore normal body moisture content.

5.1.1 Pre-embalming Procedures: The following basic steps will be accomplished in the course of processing or reprocessing of all viewable remains, and to the extent possible, nonviewable remains.

5.1.2 When possible, remains will be bathed, male facial and scalp hair washed and groomed to conform to military standards (suitable hair preparations will be accomplished on females). Fingernails will be cleaned and trimmed. The mouth will be securely closed to form a natural expression and proper attention given to the eyes to prevent wrinkling of the eyelids and a sunken appearance of the eyes. Cosmetics will be applied only in the amount necessary to produce natural color and texture.

5.1.3 All lacerations, abrasions, incisions, excisions, and burn wounds will be sutured or sealed to prevent leakage. Swollen or distorted features will be reduced to the normal contours enjoyed during life. Postmortem stains will be chemically bleached by applying packs and needle injection. On viewable areas, further treatment will consist of the use of masking cosmetics to render stains nondetectable.

5.1.4 All body orifices will be treated with a disinfectant, non-astringent chemical (generic categories such as Phenylphenols and Iodophors) and then packed with cotton. Bedsores, ulcerated, burned, and necrotic tissue will be treated either by hypodermic injection, or pack application of deodorizing and preserving chemical.

5.1.5 Maggots and other insect larvae will be destroyed and their breeding sites in or on the remains thoroughly treated with an insecticide chemical.

5.1.6 The contractor's performance will be such that all remains are effectively disinfected, uniformly preserved, and all offensive odors eliminated before the remains are casketed.

6. PREPARATION OF REMAINS

6.1 General: The military services require that all remains be processed or reprocessed in a manner reflecting the highest stand-

ards of the funeral service profession. Each remains, viewable and nonviewable, requires variation in the embalming treatment to accomplish the optimum results. A recommended procedure to achieve these goals is the injection of the solution at a moderate rate. The addition of a humectant to the solutions is also helpful in reducing over-dehydration effects.

6.1.1 Processing Nonviewable Remains: In all instances, multi-site injection and drainage technique will be attempted. When arterial injection is possible, each gallon (3.8 L) of arterial fluid will have a minimum concentration of 5% by volume aldehyde or aldehyde derivative preservative agent(s). The total volume of arterial solution injected will not be less than one gallon (3.8 L) per 50 pounds (22.50 kg) of body weight. All body areas will be further treated by means of a trocar using undiluted cavity chemicals having a 30 index (%) or greater. In addition, packs, special gel, and dry sanitizers will be used, as required, to assure preservation, prevent leakage, and eliminate all offensive odor. Cranial, thoracic, and abdominal cavities, when present, will be relieved of gases and distention. The cavities will then be treated by injecting a minimum of 32 ounces (0.95 L) of a concentrated cavity chemical, having a 30-index (%) or greater. When arterial injection or cavity treatment is impossible, all articulated and disarticulated anatomical portions will be thoroughly disinfected and preserved via accessory chemical embalming techniques. Noninjectable intact remains or disarticulated anatomical portions will be immersed or hypo injected with trocar or syringe and needle, using full strength cavity chemicals 30-index (%) or greater. Surface application of liquid, gel, or dry sanitizers and preservatives is also required to supplement primary needle and hypo injection techniques.

6.1.2 Processing Viewable Remains: A thorough pre-embalming analysis will be made to determine the best embalming techniques to be used to obtain optimum results. The technique of arterial injection and venous drainage is of utmost importance as well as the need for adding humectants (moisture retention chemicals) to the arterial solution injected. Whenever possible, a six point arterial injection with multi-site drainage will be accomplished. The arterial chemical injection solution will contain a 2 to 3% concentration, by volume, of aldehyde or aldehyde derivative preservative agent(s), with equal parts of a humectant chemical also being added to the injection solution. The thoracic, abdominal, and pelvic cavities will be thoroughly aspirated and injected with full strength cavity chemicals having a 30-index (%) or greater, using a minimum of 16 ounces (0.47 L) for each cavity. In addition, needle injections, packs, or other special treatment will be accomplished, as required, to assure the preservation and disinfection of all body tissues including those associated with body cavities (organs). A lanolin-base (or comparable) massage cream will be applied on the face and hands.

6.1.3 Autopsied Remains: If a partial or complete autopsy has been performed, a six point injection with multi-site drainage will be accomplished, using arterial chemical injection solutions as specified for processing viewable remains. Thoracic and abdominal walls will be hypo-injected using the same strength solution as injected arterially. On thoracic or abdominal autopsies, the viscera will be removed and immersed in concentrated cavity chemical having a 30-index (%) or greater. When a cranial autopsy has been performed, the calvarium will be replaced and securely stabilized. The scalp will be replaced over the calvarium and neatly sutured to avoid an unnatural appearance and the hair will be washed. The inner surfaces of the body cavities will be given a liberal application of gel preservative, the organs replaced within the cavities in normal anatomical location and liberally covered with hardening compound.

6.1.4 Treatment of Scalp (Viewable Remains): When the scalp has been shaved because of medical treatment or surgery, processing or reprocessing will be accomplished as specified for viewable remains, after which the head will then be wrapped with gauze or equivalent in a neat and professional manner.

6.1.5 Mutilated Hands (Viewable Remains): When the hands are mutilated to the point that restoration is not possible, the hands will be treated in a manner which renders all tissue firm, dry, and thoroughly preserved. The hands will then be covered by either wrapping with gauze or equivalent in a neat and professional manner; or by placing surgical gloves on the hands followed by white (military) gloves.

6.1.6 Dressing Remains, Including Intact Nonviewable: Remains will be dressed in the clothing provided by the contracting officer. Nonviewable remains that cannot be dressed will be wrapped in the rubber or polyethylene sheeting and blanket furnished by the contracting officer. Wrapping will be accomplished as follows: A blanket will be spread on the dressing table with opposing corners at the head and foot ends of the table. The blanket is then covered with a white cotton sheet followed by a sheet of polyethylene. Two strips of cotton are laid down the center of the plastic sheet and liberally sprinkled with hardening compound. The remains are then laid on the cotton strips, coated with hardening compound, and covered with additional cotton strips. The polyethylene sheet is then wrapped around the remains. The white cotton sheet is then wrapped around the plastic sheathed remains followed by the blanket which will have as few creases as possible, and be secured with large safety pins placed no more than eight inches (20.0 cm) apart.

6.1.7 Embalmer Evaluation: The embalmer (contractor's agent) processing or reprocessing the remains will critically evaluate

the completed treatment to ensure that any remains cared for under this contract are effectively disinfected, uniformly preserved, and will arrive at destination in a satisfactory condition. The contracting officer or designee will authorize delivery or shipment of remains when that officer is assured that the services and supplies furnished by the contractor meet this specification. The contractor will state on a certificate (Preparation Room History), furnished by the contracting officer, that the services and supplies meet this specification in its entirety.

6.1.8 Placement in Casket: Remains will be placed in the casket in a manner that will create an appearance of rest and composure, and to ensure maintenance of position during transit. When remains are to be shipped, pads will be placed around them to prevent shifting. The pillow will be turned over and a clean piece of cloth placed over the face. The casket will be of sufficient size to prevent the appearance of crowding and cramping the remains.

6.1.9 Quality Assurance Evaluation: Failure to pass inspector's evaluation after placement of remains in a casket and before delivery will require contractor to remove remains from the casket and perform one or more of the following services as directed by the contracting officer or designee: (a) additional disinfective or preservative treatment; (b) re-dressing; (c) change or add decorations or insignia; or (d) place remains in a new casket. When services under this paragraph are performed, services as set forth in clauses 6.1.6, 6.1.8, and 6.1.10 of this part will again be performed by the contractor.

6.1.10 Encasing Casket: The casket will be carefully and professionally placed in the protective outer container, as directed by the contracting officer. All shipping documents will be affixed or enclosed.

6.1.11 Loading Remains: The remains will be carefully and professionally placed in the type of vehicle designated by the contracting officer for the delivery of remains.

7. TRANSPORTATION OF REMAINS

7.1 Removal of Remains: Transporting remains in a suitable funeral coach, ambulance, or service car to place where processing or reprocessing is performed. This transportation will include calling at the place where death occurs or remains are located when such place is on the activity(ies) or at any other location designated by the contracting officer or designee.

7.2 Delivery of Remains, Including Escort: In a contractor's funeral coach to a place of religious service and then to a common carrier terminal, another funeral home, or to a Government or non-

Government cemetery. Contractor's funeral coach will arrive at each location at the time specified by the contracting officer.

7.2.1 Remains being shipped by common carrier will be delivered to airport or rail terminal not later than 2 hours before scheduled departure of aircraft or train.

7.2.2 Personnel used in transportation of the remains or of the escort, off the reservation, will be dressed in a seasonal suit with shirt and tie. Other vehicle operators may wear clean cotton twill, matching shirt, and trousers in dark or neutral colors.

8. CREMATION

8.1 Cremation: This clause provides for services, supplies, and transportation for a local cremation when called for by the contracting officer. Remains will be treated and dressed as prescribed in this specification. The casket will be of seasoned wood, standard to the local industry where manufactured. The covering will be grey cotton, broadcloth, moleskin, doeskin, or other suitable finish and the hardware common to the industry. Transportation of remains (including escort and escort's return) to the crematory serving the local area and cremated remains to a Government facility will be provided. The contractor will provide a rectangular or vase type spun bronze urn with carrying or shipping container. The urn will be engraved with the name, grade or rate, date of birth, and date of death of the deceased. The contractor will place the cremated remains in the urn. (Bidders will submit with their bid a full description of the casket, urn, and container that the bidder proposes to furnish.) (Note: Cremation charges will be paid by the Government to the crematory or the contractor.)

9. HYGIENIC PRACTICES

9.1 Funeral Establishment or Port of Entry Mortuary: The contractor will employ protective, precautionary hygienic measures and techniques designed to accomplish concurrent and terminal disinfection and decontamination of the entire funeral service establishment or port of entry mortuary preparation room and shipping area environment. The application of appropriate in-use concentrations of chemical disinfectants (such generic categories as Phenylphenols or Iodophors) to body surfaces and orifices, instruments, preparation room, floor, walls, and equipment surfaces and general sanitation of public visitation areas (as applicable) will help prevent the transmission of actual and potential pathogens to personnel.

9.2 Contractor Personnel: Also recommended is the wearing of protective, surgical type oral-nasal mask designed to prevent the

inhalation of infectious particles originating from the surface, orifices, and cavities of human remains.

10. PORT OF ENTRY (POE) MORTUARY - ADDITIONAL REQUIREMENTS

10.1 Processed (Embalmed) Remains: The contractor (responsible licensed embalmer) will remove remains from the transfer case or casket and, with the contracting officer or designee, determine:

- a. Whether remains are viewable or nonviewable.
- b. Effectiveness of disinfection, uniformity of preservation, and any additional disinfective and preservative treatment and restorative art work and cosmetic work required.

- c. Size of casket to be used.

10.2 Unembalmed Remains: The contractor (responsible licensed embalmer) will remove the remains from the transfer case or casket and, with the contracting officer or designee, determine:

- a. Whether the remains are viewable or nonviewable.
- b. The treatment to effectively disinfect and uniformly preserve the remains and also eliminate all offensive odors emanating from the remains.

- c. Restorative art and cosmetic work required.

- d. Size of casket to be used.

10.3 Reprocessing Viewable Remains: Tissue areas requiring further or special attention will be treated to assure that the remains are effectively disinfected and uniformly preserved. The treatment will be accomplished by one or more of the following: trocar or hypodermic injection or external pack application using full strength cavity chemicals having a 30-index (%) or greater. Thoracic, abdominal, and pelvic cavities will be relieved of gases and distention and reinjected with a minimum of 32 ounces (0.95 L) of concentrated cavity chemicals having a 30-index (%) or greater.

10.4 Reprocessing Nonviewable Remains: Those tissues requiring further or special attention will be treated to assure the remains are effectively disinfected and uniformly preserved. This treatment will be accomplished by means of one or more of the following: Trocar or hypodermic injection or external pack application using full strength cavity chemicals having a 30-index (%) or greater. Thoracic and abdominal cavities, when present, will be

relieved of gases and distention and reinjected with a minimum of 32 ounces (0.95 L) of concentrated cavity chemicals having a 30-index (%) or greater.

10.5 Processing Unembalmed Adult Remains: The contractor will perform those requirements enumerated in Clause 6, "Preparation of Remains", of this specification.

10.6 Treatment of Infant and Child Remains - The following is applicable for Neonatal, Infant, and Child Remains (birth through 60 months):

10.6.1 Viewable and Injectable Remains: Arterial injection will be accomplished by injecting intact arterial pathways, the abdominal aorta, or left ventricle, as applicable and agreed to by the contracting officer or designee. Drainage will be taken from appropriate venous sites. The arterial injection solution will have a concentration of 2% to 3% (as required) by volume aldehyde or aldehyde derivative preservative agent(s). The cranial, thoracic, abdominal, and pelvic cavities will be thoroughly aspirated. The cavities will then be injected by means of a trocar with sufficient amount of cavity fluid (having a 30-index (%) or greater) to thoroughly saturate the organs and contents.

10.6.2 Nonviewable and Non-Injectable Remains: Such remains will be disinfected and preserved by means of accessory embalming techniques. Superficial and deep tissue will be injected by infant trocar or syringe and needle. The arterial injection solution will have a minimum concentration of 5% by volume aldehyde or aldehyde derivative preservative agent(s). The supplemental use of liquid (packs), gel, or dry sanitizers for the confirmed disinfection and preservation of superficial tissue will also be accomplished. The cranial, thoracic, abdominal, and pelvic cavities will be thoroughly aspirated. The cavities will then be injected by means of trocar with sufficient amount of cavity fluid (having a 30-index (%) or greater) to thoroughly saturate the organs and contents.

10.6.3 Autopsied Remains: If a partial or complete autopsy has been performed, a 6 point arterial injection with multi-site drainage will be accomplished. The arterial chemical injection concentration solution requirements indicated in clause 10.6.1, as applicable, will also apply. Following the arterial injection, the thoracic and abdominal walls will be hypo-injected by means of a trocar or syringe with an arterial solution of the same strength as injected arterially. Treatment for organs or portions of organs which have become separated during autopsy investigation will be removed from the cavities and immersed in concentrated cavity chemical having a 30-index (%) or greater. Inner surfaces of body cavities will be treated with a liberal application of a gel preserv-

ative, then the organs or portions thereof returned to the cavities in their normal anatomical location and covered with hardening compound. Calvarium will be replaced, scalp sutured, and hair treated as indicated for adult autopsied remains.

10.6.4 Treatment of Scalp (Viewable): When scalp has been shaved, procedures indicated in clause 6.1.4 apply.

10.6.5 Mutilated Hands (Viewable): Procedures indicated in clause 6.1.5 apply.

10.6.6 Dressing Remains: Procedures indicated in clause 6.1.6 apply.

10.6.7 Embalmer Evaluation: Procedures indicated in clause 6.1.7 apply.

10.6.8 Placement in Casket: Procedures indicated in clause 6.1.8 apply.

10.6.9 Quality Assurance: Procedures indicated in clause 6.1.9 apply.

10.6.10 Encasing Casket: Procedures indicated in clause 6.1.10 apply.

10.6.11 Loading Remains: Procedures indicated in clause 6.1.11 apply.

11. TRANSPORTATION OF REMAINS

11.1 Removal of Remains: Transporting remains in a suitable covered vehicle (funeral coach, ambulance, covered truck) that prevents exposure of the shipping container to public view, from a place designated by the contracting officer or designee to the place where processing or reprocessing is to be performed. More than one remains may be moved in said vehicle at a time, but stacking of one container on top of another is prohibited.

11.1.2 Delivery of Remains: Transporting remains and escort in a suitable covered vehicle from place of processing or reprocessing to any place designated by the contracting officer or designee, including the flight line at the area port of embarkation APOE. Stacking of one casket or outer case on top of another is prohibited.

a. Remains moving by common carrier will be delivered to the airport or rail terminal not later than 2 hours before scheduled departure time.

b. Remains to be moved by air from APOE will be delivered to flight line at the time designated by the contracting officer or designee.

c. A funeral coach will be required when remains are delivered direct to: (1) a national cemetery; (2) a funeral home or residence; or (3) a crematory. The funeral coach will be clean, highly polished, and in good mechanical condition.

d. Remains moved to a national cemetery, crematory, funeral home, or residence will arrive at destination at the time specified by the contracting officer or designee.

e. Personnel: Dress code indicated in clause 7.2.2 will apply.

f. Transfer Case: The reusable metal transfer case will be returned to a location as directed by the contracting officer or designee. The contractor will clean and sanitize the transfer case each time after removing remains therefrom.

12. Cremation: Procedures contained in clause 8.1 will apply.

13. Hygienic Practices: Procedures contained in clauses 9.1 and 9.2 apply.

APPENDIX J (Continued)

ARMED SERVICES SPECIFICATION
CASKETS AND SHIPPING CONTAINERS
(REGULAR AND PORT OF ENTRY REQUIREMENTS)

1. SCOPE

1.1 This specification establishes minimum standards for adult caskets (part II), adult shipping containers (part III), and infant and child caskets and cases (part IV).

PART II CASKETS

2. CLASSIFICATION

2.1 Caskets covered by this specification will be the following type and sizes.

2.1.1 Standard Size: Eighteen gauge metal sealer, cut top. Inside dimensions will not be less than 78" (1.98 m) in length, measured between the inner surfaces of the end panels, and 23" (58.4 cm) in width, measured between the inner surfaces of the side panels.

2.1.2 Oversize: Eighteen gauge metal sealer, cut top. Inside dimensions will not be less than 81" (2.06 m) in length, measured between the inner surfaces of the end panels, and 25" (63.5 cm) in width, measured between the inner surfaces of the side panels.

3. APPLICABLE DOCUMENTS

3.1 The following documents, of the issue in effect on date of invitation for bids or requests for proposals, form a part of this specification to the extent specified herein:

Specifications

Federal

TT-C-490 - Cleaning Methods and Pretreatment Methods of Ferrous Surfaces for Organic Coatings

Standards

Military

MIL-STD-105 - Sampling procedures and Tables for Inspection by Attributes

(Copies of specifications and standards required by bidder in connection with specific procurement functions should be obtained from the procuring agency or as directed by the contracting officer.)

4. REQUIREMENTS

4.1 Sample Casket: When specified, a sample completed casket or sample casket without upholstery will be made available to the contracting officer or authorized designee for quality assurance inspection per clause 6 of this part. The approval of the sample is acceptance of the casket but does not relieve the contractor of responsibility for compliance with all applicable provisions of this specification. The pre-furnished sample(s) will be manufactured in the same facilities to be used for the manufacture of caskets to be furnished under contract.

4.2 Materials: Materials will, as a minimum, conform to the applicable specifications and requirements specified hereinafter. Unless otherwise specified herein, tolerance for materials will, as a minimum, conform to this specification.

4.2.1 Steel: Steel sheet will be common or standard to that used within the metal casket industry.

4.2.2 Fabric (Lining): The construction of this cloth, as a minimum, will be: Warp 92 ends - 100 denier dull acetate yarn; filling 52 picks - 150 denier dull acetate yarn. The acetate taffeta fabric's finish will be flat or embossed. The color will be white (ivory).

4.2.3 Nonwoven Fabric Material Tissue: The nonwoven material for backing the fabric of the lining assemblies will be scrim laminate consisting of 3 x 2 1/2 nylon scrim with 2 plies of tissue adhesively bonded to each side of scrim. White in color.

4.2.4 Pillow and Body Pocket: Will be a minimum of 40% cotton and 60% linters or synthetic equivalent.

4.2.5 Welding: All component parts to be welded will be properly aligned into position prior to welding. Resistance, arc, or gas welds will be sound and free from pits, holes, or fissures. Welding will be accomplished without burning through the welded metals. After any flash welding, outside exposed flash will be removed entirely and no trace of the joint will be visible after finishing. All arc or gas welds will have sufficient penetration to form a joint of strength equal to that of the parent metal. Exposed welds will be finished flush to the original surface and will be undetectable after finishing. Repair of welds will be accepted, provided such repaired welds meet the requirements of this specification.

4.2.6 Upholstering

4.2.6.1 Lining Assemblies: The lining assemblies for the interior of the head panel lid, sides, and ends of casket, overlay, mattress

spread, pillowcase, two piece top (lid) supports (one piece top (lid) supports will be finished to compliment the casket), and the sides of the casket body will be as specified in clause 4.2.3. The head top will be lined with interior styling. The foot top will be lined with fabric and backing as specified in clauses 4.2.2 and 4.2.3 or may be upholstered by applying a rigid one piece insert, simulating fabric finish. The assemblies for the lid or head panel, as applicable, top of the pillowcase, outside exposed body lining, and top side of overthrow will be "Wave Crushed", tufted or shirred either by hand or machine. The interior assemblies for the sides and ends of casket will be tailored or shirred by hand or machine. Before lining the casket, the inside of the shell will be cleaned of all foreign material.

4.2.6.2 Pillow: The pillow will be made of nonwoven material specified in clause 4.2.3 and filled with a minimum of 2 1/4 pounds (1.3 kg) of the specified filling material. The pillow will then be encased in an outer fabric cover as specified in clause 4.2.2. The pillow will be sized to properly fit the casket.

4.2.6.3 Mattress: The mattress will be made of fabric specified in clause 4.2.3, or polyethylene (.004) film, and filled with cotton as specified in clause 4.2.4, or synthetic filling in one piece such as polyester or fiberglass, excluding all foam type and excelsior materials. Quantity of mattress fill, if cotton or similar, will be 16 pounds (7.2 kg), plus or minus one pound (0.45 kg). Should the casket be equipped with an adjustable inner spring, the mattress fill will render a minimum uniform thickness of two inches (5.0 cm). In each instance, the mattress will be sized to properly fit the casket.

4.2.6.4 Side Panels: Side panels of the casket body will have padding in the skirting or apron area.

4.2.7 Finish: The color of the casket's painted finish will be within the range of silvertone to grey. The painted finish may be achieved through one of two methods.

4.2.7.1 Synthetic Enamel, Baked: All surfaces of metal components, including outside of bottom and inside of shell, will be thoroughly cleaned and given a phosphate coating conforming to TT-C-490. A primer will be applied to all exposed surfaces and will be sanded to a smooth finish. A primer will be applied to the outside of bottom and inside of shell. All exterior metal surfaces exposed to view, including surfaces that are exposed when casket is opened (not applicable to bottom), will be coated with the appropriate color synthetic gloss enamel, in a quantity not less than 2.0 mils dry film thickness. The exposed heads of screws

or bolts used for assembling the casket will be appropriately finished (plated or painted) to correspond or compliment the parent metal finish. The finish coat will level out to produce a smooth and uniform flow without orange peel, runs, wrinkles, drops, streaks, or areas of thin film or no film.

4.2.7.2 Nitrocellulose Lacquer (Air Dry or Flash Dry): All surfaces of metal components will be thoroughly cleaned and given a phosphate coating conforming to TT-C-490. A primer will be applied to all exposed surfaces and edges and to the outside of bottom and inside of shell. The primer will be scuff sanded in all exposed view areas. Forced drying may be used, if desired. All exterior metal surfaces exposed to view, including surfaces that are exposed when casket is opened (not applicable to bottom), will be given an adequate coating of the appropriate color lacquer. All surfaces will then be coated with a clear lacquer to achieve at least the required 2.0 mils dry film thickness. The exposed heads of screws used for assembling the casket will be appropriately finished (plated or painted) to correspond or compliment the parent metal finish. The finish coat will level out to produce a smooth and uniform flow without orange peel, runs, wrinkles, drops, streaks, or areas of thin film or no film. The casket will be well finished, smooth, clear, and free from defects which may affect the appearance or serviceability.

4.2.8 Casket Protective Cover (Paper or Plastic): A casket protective cover, common to the casket industry, will be placed over each casket.

5. CONSTRUCTION DESIGN

5.1 Sealer Casket: The casket will be of steel 18 gauge, U.S. Standard, square or round ends with top and bottom molding with a painted finish as specified in clause 4.2.7. The casket may have appropriate shading effect. The handle assembly will be a continuous fixed bar or swing out type handle. Applied lugs and corners will be plated in finish. The casket will be furnished in the sizes specified in clause 2. The casket will be constructed to yield an airtight seal when closed, which will prevent the escape of odors and leakage. Airtightness compliance will be determined per clause 6.3.1.

5.1.1 CONSTRUCTION DETAILS

5.1.1.1 Body: The casket will be fabricated from steel 18 gauge in thickness. The top flange will be of the same material and thickness as the body and will be reinforced to provide sufficient bearing to support the lid assemblies. The full length of all miters will be welded.

5.1.1.2 Bottom Panel: The bottom panel will be constructed from one piece of metal 18 gauge or better with reinforcing ridges. The construction details of the bottom follow. The bottom panel will withstand, as a minimum, 350 pounds (157.50 kg) load with deformation not to exceed one quarter inch (.51 cm) when tested per clause 6.3.2.

5.1.1.2.1 The one piece bottom will be constructed of steel 18 gauge or better thickness with adequate reinforcing ridges extending lengthwise or crosswise to the bottom. The bottom panel will be appropriately reinforced to meet weight and stress requirements. The entire length and width of the bottom seams will be (continuous) welded as specified in clause 4.2.5.

5.1.1.3 Lid: The casket will consist of a two pieced (stamped from one piece of metal) cut top lid with traditional oval panel and top frame. The lid will be fabricated of steel 18 gauge in thickness. The bridge between the lids, to accommodate the bridge or cross gasket, will be a full header.

5.1.1.4 Shell Hardware: Each lid will be hinged with two hinges each for proper support and to effect a positive seal. Lids will be provided with locking supports for retaining the lids in an open position. Each lid will have two sealer locks (opposing each hinge) lever-operated with nondetachable lever operating handle, or equipped with a crank-type positive locking system with two locking device engagements on each lid opposing the hinges.

5.1.1.5 Handle Assembly: Will be 3 x 1 or 4 x 1 continuous fixed bar or swing out handle assembly. The entire handle assembly, bars, lugs, and corners will be fabricated of metal or a combination of metals standard to the metal casket industry. The entire handle assembly will be fastened to the casket body in a manner that will ensure that the handle assembly will not rupture or show deformation when tested per clause 6.3.3. The finish applied to the handle assembly's lugs and corners will be plated in a manner common to the metal casket industry. The fixed bar or swing out handles will be painted or finished in a manner to compliment the casket.

5.1.1.6 Perimeter and Bridge or Cross Gasket System: The gasket will be fabricated from natural rubber, neophrene, ethylene vinyl acetate (EVA), closed cell polyvinyl chloride (PVC), or any equivalent of the aforementioned. Gasket corners will be mitered and molded and either vulcanized (rubber) or heat sealed (EVA, PVC). The gasket systems, with the lids in a closed locked position, will yield an airtight seal when tested per clause 6.3.1.

5.2 Workmanship: The casket will be produced by the best means employed by those skilled in the art of metal fabrication and upholstering. All parts will be accurately formed and properly assembled into the finished article and each casket will be of the quality and grade of product established by this specification.

6. QUALITY ASSURANCE PROVISIONS

6.1 Responsibility for Inspection: Unless otherwise specified in the contract or purchase order, the contractor is responsible for the performance of all inspection requirements as specified herein. Except as otherwise specified in the contract or order, the contractor may use the contractor's or any other facilities suitable for the performance of the inspection requirements specified herein. The Government reserves the right to perform any of the inspections set forth in the specification where such inspections are called for to assure supplies and services conform to prescribed requirements.

6.2 Quality Conformance Inspection: Sampling for inspection and acceptance will be performed per the provisions set forth in MIL-STD-105, when called for.

6.2.1 Inspection of Materials and Components: Per clause 6.1, components and materials will be inspected and tested per all the requirements of this specification and standards unless otherwise excluded, amended, modified, or qualified in this specification or applicable purchase document.

6.2.2 End Item Inspection: The lot will be all caskets offered for inspection at one time. The sample unit for this inspection will be one complete casket.

6.2.2.1 Visual Examination: Examination of the caskets will be made per the classification of defects set forth in Table I.

6.2.2.2 Dimensional Examination: Inspection will be made of the finished caskets for dimensions specified. Any noncompliance with specified requirements will constitute a defect.

6.2.2.3 End Item Testing: Testing will be performed per clause 6.3.

6.3 Test Methods

6.3.1 Airtightness: The Halogen leak test will be used by the Government or the supplier. Conduct test as follows: A generous portion of freon refrigerant gas will be released into the casket and the casket lids closed and locked for 5 minutes. Then a Turner

Halide Gas Leak Detector Model LP 777 or equivalent will be applied to all joints, bottom, gasket and sealing system, and handle assembly for the purpose of detecting leaks on the casket. Results will be used to determine compliance with clauses 5.1 and 5.1.1.6.

6.3.2 Bottom Deformation Test: The casket will be loaded with a uniformly distributed weight of 350 pounds (157.50 kg), and the lids closed and locked. The casket will then be attached to a rectangular suspension frame by metal straps at 6 evenly spaced points along each side handle, as close to hardware attachment points as possible and will be arranged as to produce uniform weight distribution by means of adjusting wedges. The width of the strap around the handle will be 3 inches (7.5 cm). The suspension frame will be lifted until the bottom of the casket has cleared the floor by 4" (10.0 cm). Bottom deformation will be measured by placing a straight edge under the casket from the front side to the back side at the casket's midpoint. The extent of deformation will be the average of 2 measurement readings taken simultaneously at the edge of the front side and back side of the casket. The reading will be determined by measuring the distance from the bottom of the casket to the top of the straight edge. The casket will remain suspended for a period of 15 minutes and examined for compliance with clause 5.1.1.2.

6.3.3 Handle Bend Test, Static Loading: The test will be made per clause 6.3.2 except that the casket will be suspended at 2 points on each side. These points will be located midway between the lugs toward the ends of the casket. The same test will be performed on the end handles, that each end will be lifted separately using 2 points of suspension on the end handle. Handles will then be examined for compliance with clause 5.1.1.5.

7. CASKET CERTIFICATION

7.1 The contractor will be required to provide a statement that the casket to be furnished for use under the terms of the contract conforms in all details to the minimum specifications contained therein. Extra copies of the specification may be obtained from the contracting officer.

APPENDIX J (Continued)

Table I - CLASSIFICATION OF CASKET DEFECTS

Examine	Defect	Classification	
		Major	Minor
Primer			
Outside of bottom and inside of shell.	No primer on outside of bottom or inside of shell.....	X	
Finish			
All exterior metal surfaces exposed to view, including surfaces that are exposed when casket is opened (not applicable to bottom).	Not within specified range of color.....	X	
	Orange peel or texture.....	X	
	Area of no film.....	X	
	Gritty surface or over-spray that is rough to touch.....		X
	Wet or tacky surface.....	X	
	Any permanent stain or blemish...	X	
Construction and workmanship (metal, rubber, and vinyl component, general) (unless otherwise classified herein).	Paint on gasket.....		X
	Finish dirty, e.g., oil, glue, or other nonpermanent stain.....		X
	Any functioning assembly that is inoperative, e.g., lid locks will not operate as intended..	X	
	Any part loose, e.g., fixed bar is loosely fitted to lug or corner, but bar is adequately retained or swing out bar bent or fails to swing out smoothly		X
	Any functioning assembly that requires abnormal pressure to operate.....		X
Welding			
	Not welded where required or not specified type of welding.....	X	
	Weld burned through, not free from pits, holes, or fissures.....	X	
	Outside flash not stripped.....	X	
	Exposed welded joints not ground and sanded flush to original surface.....		X

APPENDIX J (Continued)

Examine	Defect	Classification	
		Major	Minor
Metal fasteners (screws, bolts, nuts, etc.).	Any missing, stripped, not sealed, improper length, or otherwise damaged.....	X	
	Any fastener cocked.....	X	
	Not specified type fastener....	X	
Upholstery	Any component missing or stained	X	
	Any open seam, tear, or material defect.....	X	
	Waving or pleating crushed or matted down.....	X	
	Lining pulled away where it should be affixed.....	X	
Assembly	Lid not properly centered on body, i.e., no clearance between top molding and lid angle (check with lid secured in place).....	X	
	Evidence of no gasket compression when lids are securely fasten- ed to body.....	X	
	Any part perceptibly out of square or not symmetrical...	X	
	Casket rocks more than 1/2" (1.25 cm) when placed on a level surface (check with lid secured in place).....	X	

APPENDIX J (Continued)

PART III

OUTER SHIPPING CONTAINERS FOR CASKETS
(Air Tray or Equivalent)

8.1 Outer shipping containers are authorized for shipment of standard and oversized caskets.

8.2 Outer shipping containers furnished by contractors will conform to the Performance Test Specification requirements of the air carriers and subsequent connecting carriers.

8.3 For overseas shipment, the contractor will provide an outer shipping container for caskets that meet the requirements of the air carriers and countries involved.

APPENDIX J (Continued)

ARMED SERVICES SPECIFICATION
CARE OF REMAINS OF DECEASED PERSONNEL
(PORT OF ENTRY REQUIREMENTS)

PART IV INFANT AND CHILD CASKETS AND SHIPPING CASES

1. CLASSIFICATION

1.1 Caskets and shipping cases covered by this specification will be of the following types and sizes.

1.1.1 Infant Caskets, Polystyrene: Sizes (outside length) not less than 23" (57.5 cm) nor more than 27" (67.5 cm).

1.1.2 Child Caskets, Wood, Cloth Covered: Sizes 2' 6" (75.0 cm), 3' (0.9 m), and 4' (1.2 m).

1.1.3 Shipping Cases: Suitable outer shipping case for casket sizes indicated in clauses 1.1.1 and 1.1.2.

2. APPLICABLE DOCUMENTS

2.1 There are no documents applicable to this part of this specification.

3. CONSTRUCTION AND DESIGN

3.1 Infant Casket: Casket will be fabricated from high density polystyrene or equivalent, having no welds, seams, or joints. The casket will be constructed to form a tight seal when the casket lid is closed. Casket exterior will be finished white in color. Pillow and mattress fill will be cellu down or equivalent. Interior lining will be backed with cotton or equivalent. Pillow and mattress outer covering and the casket interior lining will be finished (lined) in white crepe material. The casket will be furnished with a suitable outer shipping case.

3.2 Child Casket: Casket will be of a seasoned wood, standard to the casket industry. The casket's outer covering will be lambskin or equivalent, white in color. The hardware will be common to the casket industry. Casket interior lining will be backed with cotton or equivalent. The pillow and mattress fill will be of cellu down or equivalent. The pillow and mattress outer covering and casket interior lining will be finished in white crepe material. The casket will be furnished with a suitable outer shipping case.

4. DEFECTS

4.1 Infant and child caskets will be free of all defects (materials and workmanship) affecting their appearance and serviceability.

5. INTENDED USE

5.1 The standards covered by this specification are intended to be used in conjunction with Schedule of Contract for Care of Remains of Deceased Personnel, Port of Entry Requirements.

APPENDIX K

AIR FORCE AND ARMY ACCOUNTING DATA

1. Air Force. Air Force Centrally Managed Account (CMA) funds are available for citation by naval activities furnishing services to personnel eligible for services under the Air Force's Mortuary Affairs Program. Appropriate accounting data will be furnished by the local Air Force coordinating activity or by Headquarters, AFESC/DEHM, Tyndall Air Force Base, FL 32403-6001, telephone - Autovon 523-6757 - Commercial - (904) 283-6757 (chapter 15 refers).

2. Army. Contact the mortuary affairs office at the nearest Army military installation for open allotment account classification for disposition of remains funds.



APPENDIX L

Form Approved
OMB No. 7688-013

APPLICATION FOR REIMBURSEMENT OF HEADSTONE OR MARKER EXPENSES				
1. FIRST NAME-MIDDLE NAME-LAST NAME OF DECEASED VETERAN John A. Doe, Jr.			2. SOCIAL SECURITY NO. 222-22-2222	3. VA FILE NO. XC-000000
4. DATE OF BIRTH 9 Nov 55	5. PLACE OF BIRTH New York, New York	6. DATE OF DEATH 20 Nov 85	7. PLACE OF DEATH Guam	
8. DATE OF BURIAL 25 Nov 85	9. PLACE OF BURIAL OR MEMORIAL (Name and location) Memorial Gardens, Brooklyn, New York		10. WAS VETERAN BURIED OR MEMORIALIZED IN A NATIONAL CEMETERY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
II. SERVICE INFORMATION				
A. ENTERED SERVICE		B. SERVICE NUMBER	C. SEPARATION FROM SERVICE	
DATE	PLACE		DATE	PLACE
July 77	New York	222-22-2222	20 Nov 85	Guam
			D. GRADE, RANK OR RATING, ORGANIZATION AND BRANCH OF SERVICE HMC U. S. Navy	
12. FIRST NAME-MIDDLE NAME-LAST NAME OF CLAIMANT John A. Doe, Sr.			13. MAILING ADDRESS OF CLAIMANT 333 Harlin Way New York, New York 33111	
14. RELATIONSHIP TO VETERAN Father	15. AMOUNT PAID FOR HEADSTONE \$250.00	16. DATE HEADSTONE PURCHASED 23 Nov 85		
I CERTIFY THAT the foregoing statements made in connection with this application on account of the named veteran are true and correct to the best of my knowledge and belief and that I have NOT filed a separate application for a headstone.			FOR VA USE ONLY The above application has been received and is pending payment.	
17. SIGNATURE OF CLAIMANT /s/ John A. Doe, Sr.		18. DATE 27 Nov 85	DATE RECEIVED	DATE FORWARDED

VA FORM
FEB 1979 **21-8834**

SUBMIT BOTH COPIES TO THE VA

CLAIMS FILE



APPENDIX M

IMPORTANT: Read the General Information sheet before completing this form. This is not to be used for non-standard headstones. (OMB No. 3206-0047)

1. NAME OF DECEASED TO BE INSCRIBED ON HEADSTONE OR MARKER (NICKNAME NOT AUTHORIZED) <input type="checkbox"/> CHECK IF REMAINS NONRECOVERABLE			12. APPLICANT'S NAME AND ADDRESS (No. and street, city, State and ZIP CODE)		
FIRST (Or initials) John	MIDDLE (Or initials) A.	LAST Doe, Jr.	John A. Doe, Sr. 333 Harlin Way New York, New York 22222		
NOTE: Shaded blocks are optional inscription items. See Inscription Information					
2. HIGHEST RANK ATTAINED HMC		3. BRANCH OF SERVICE U. S. Navy		4. WAS DECEASED AWARDED MEDAL OF HONOR? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
5. WAR SERVICE <input type="checkbox"/> WWI <input type="checkbox"/> WWII <input type="checkbox"/> KOREA <input type="checkbox"/> VIET-NAM <input type="checkbox"/> OTHER (Specify in Item 24) <input checked="" type="checkbox"/> NONE			13. AREA CODE AND PHONE NO. (212) 431-1234		14. RELATIONSHIP TO DECEASED Father
6. YEAR OF BIRTH * 1955		7. YEAR OF DEATH * 1985		15. I accept responsibility for installing the headstone or marker at no expense to the Government. I swear that all statements made are true and correct to the best of my knowledge. SIGNATURE OF APPLICANT A/ John A. Doe, Sr.	
8. SERVICE NO., SOCIAL SECURITY NO., OR VA CLAIM NO. OF DECEASED 222-22-2222			17. NAME AND ADDRESS OF PERSON, CEMETERY, OR FUNERAL HOME WHO WILL ACCEPT PREPAID DELIVERY NO. AND PHONE NO. AND STREET, CITY, STATE AND ZIP CODE. Memorial Gardens 101 Brooklyn Avenue New York, New York 22212		18. AREA CODE AND PHONE NO. A/C 212 432-4412
9. SERVICE INFORMATION (Last period of active duty) A. DATE ENTERED Month, day, year October 3, 1949			B. DATE RELEASED Month, day, year November 20, 1985		
10. TYPE OF HEADSTONE OR MARKER REQUESTED (Check one) <input type="checkbox"/> UPRIGHT <input type="checkbox"/> FLAT MARBLE <input checked="" type="checkbox"/> FLAT MARBLE <input type="checkbox"/> GRANITE <input type="checkbox"/> FLAT SLATE <input type="checkbox"/> FLAT BRONZE					
11. DESIRED EMBLEM OF RELIGION OR NON-RELIGIOUS BELIEF (Check one) <input checked="" type="checkbox"/> CROSS (Christian) <input type="checkbox"/> STAR OF DAVID (Jewish) <input type="checkbox"/> WHEEL OF RIGHT-EQUILIBRIUM (Buddhist) <input type="checkbox"/> OTHER (Specify in Item 24) <input type="checkbox"/> NONE					
FOR USE OF VETERANS ADMINISTRATION INSCRIPTION DATA			21. NAME AND LOCATION OF CEMETERY (City and State) Memorial Gardens, New York, New York		
ORDER NO.			DATE ORDERED		CONTRACTOR
22. SIGNATURE OF CEMETERY OFFICIAL			23. DATE		

APPENDIX O

RECORD OF PREPARATION AND DISPOSITION OF REMAINS <i>(OUTSIDE CONUS)</i>		REPORT NUMBER G-111-87	Reports Control Symbol 1G-666
1. THRU: (Recipient(s) & Address Authorized Distribution) Naval Medical Command NWREG Oakland, CA 94627-5025		2. TO: (Recipient(s) & Address Authorized Distribution) Naval Medical Command Washington, DC 20372-5120	
		3. FROM: Naval Hospital Guam	
DECEDENT DATA			
4. REMAINS OF (Last Name, First, MI) DOE, John A. Jr.		5. GRADE/RANK HMC	6. SSN 222-22-2222
7. BRANCH OF SERVICE <input type="checkbox"/> ARMY <input checked="" type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> OTHER (Specify):			
8. CAUSE OF DEATH Cardiac Arrest		9. PLACE OF DEATH Guam	
10. DATE OF DEATH (YYMMDD) 21 Nov 86	11. MEANS OF IDENTIFICATION (Complete and attach appropriate documentation) Personal Recognition		
MORTUARY DATA			
12. REMAINS RECEIVED AT MORTUARY		13. EMBALMING STARTED	14. EMBALMING COMPLETED
DATE (YYMMDD) 22 Nov 86	HOUR 1450	DATE (YYMMDD) 22 Nov 86	HOUR 1600
		DATE (YYMMDD) 22 Nov 86	HOUR 2100
15. EXPLAIN ANY DELAY IN RECOVERY, AUTOPSY, PREPARATION, INSPECTION OR SHIPMENT OF REMAINS none			
16. TYPE OF CASE <input type="checkbox"/> NOT AUTOPSIED <input checked="" type="checkbox"/> AUTOPSIED <input type="checkbox"/> MUTILATED <input type="checkbox"/> VIEWABLE <input type="checkbox"/> NON-VIEWABLE <input checked="" type="checkbox"/> VIEWING QUESTIONABLE <input type="checkbox"/> OTHER (Specify)			
EMBALMING TREATMENT AND RESULTS			
17a. ARTERIES INJECTED		b. VEINS DRAINED	
R	L	R	L
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
c. FLUID DILUTIONS			
CAROTID		JUGULAR	
SUBCLAVIAN		AXILLARY	
AXILLARY		ILIAC	
BRACHIAL		FEMORAL	
		Rt & Lt Ant Tibial	
		Rt & Lt Post Tibial	
d. HARDENING COMPOUND USED (lbs) 10		e. DRAINAGE <input checked="" type="checkbox"/> CONTINUOUS <input type="checkbox"/> INTERMITTENT <input checked="" type="checkbox"/> RESTRICTED	
18. AREAS HYPODERMICALLY EMBALMED Back, shoulders, buttocks, thoracic & abdominal walls		f. Total concentrated fluid used (oz.)	
19. PARTS RECEIVING POOR CIRCULATION AND HOW TREATED See item 18 - supplemented with cavity pack		Arterial: 96	
20. RESTORATION TREATMENT (Describe, state reason if features not restored) none		Preinjection: 128	
21a. TYPED NAME OF PREPARING EMBALMER JOHN BRISKLEY		b. SIGNATURE /s/ John Briskley	
		c. LICENSE NUMBER 8840	
		d. STATE IL	
SHIPMENT DATA			
22. SHIPPING PROCEDURES COMPLETED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain) <input checked="" type="checkbox"/> UNIFORM FURNISHED <input type="checkbox"/> CIVILIAN CLOTHING <input type="checkbox"/> INCOMPLETE UNIFORM/CLOTHING <input type="checkbox"/> NO UNIFORM/CLOTHING FURNISHED		23. METHOD OF SHIPMENT <input checked="" type="checkbox"/> AIR <input type="checkbox"/> WATER <input type="checkbox"/> OVERLAND	
24. TYPE OF CASKET USED (When applicable) not applicable		25. TRANSFER CASE NUMBER Guam A	
		26. SEAL NUMBER (When applicable) Head: A 5678 Foot: 67890	
27. DATE SHIPPED FROM PREPARING MORTUARY 23 Nov 86		28. PORT OF ENTRY OR PLACE OF FINAL DESTINATION Mortuary Officer, Oakland Army Base, CA <i>(If other than US Port of Entry)</i>	
29. DATE OF DEPARTURE FROM OR RELEASE IN COMMAND 23 Nov 86		30. CHECK ONE IF RELEASED IN COMMAND (Remains will be fully dressed and cosmetized) <input type="checkbox"/> PRIVATE COMMERCIAL SHIPMENT <input type="checkbox"/> LOCAL INTERMENT (Indicate City, Town and Country in Item 28)	
REIMBURSEMENT DATA			
31. TOTAL AMOUNT OF REIMBURSEMENT not applicable		32. NAME OF SPONSOR not applicable	
33. DATE REIMBURSEMENT EFFECTED (Or action taken to obtain reimbursement) not applicable			
34a. TYPED NAME OF MORTUARY OFFICER (Or other responsible person) JOHN BRISKLEY, GS-12, Mortuary Officer		b. SIGNATURE /s/ John Briskley	

APPENDIX O (Continued)

35 PORT OF ENTRY Oakland Army Base, Oakland, CA		36 DATE RECEIVED AT PORT OF ENTRY (YYMMDD) 25 Nov 86	
37 REMARKS OF PROCESSING EMBALMER AT POE (Cite deficiencies, recommendations for corrective action, and/or favorable comments as condition of remains)			
38 CASKET	a. <input checked="" type="checkbox"/> STANDARD	b. <input type="checkbox"/> OVERSIZE	c. NAME OF MANUFACTURER Pacific
39 CONTRACTOR'S CERTIFICATION (As applicable) I certify that the supplies and services furnished meet the terms and specifications of the contract; and the remains and supplies should be in a satisfactory condition at final destination.			
a. TYPED NAME OF PORT CONTRACT FUNERAL DIRECTOR Sneed Funeral Home	b. SIGNATURE /s/ Terry Sneed	c. LICENSE NO. 0202	d. STATE CA
40 CHECK APPROPRIATE BLOCKS FOR ITEMS LISTED BELOW. IF BLOCKS CHECKED INDICATE AN IRREGULARITY. GIVE REASONS FOR SUCH IN BLOCK 37.			YES NO N/A
a. Condition of remains upon receipt at port			
(1) Condition of transfer case or shipping container and casket satisfactory			X
(2) Remains properly wrapped			X
(3) Clothing, decorations and pertinent documents complete			X
(4) Remains bathed to present a clean appearance			X
(5) Face shaven, moustache, if any, and hair protruding from ears and nose trimmed			X
(6) Facial features and hands arranged to present a natural appearance			X
(7) Fingernails clean and trimmed			X
(8) All orifices, abrasions, mutilations and incisions sealed to prevent drainage and leakage			X
(9) Remains adequately preserved and disinfected			X
(10) Identification tags with remains			X
b. Reprocessing of remains at port			
(1) Cosmetics applied to present a natural appearance of hands and face			X
(2) Eyelashes, eyebrows and hair free from cosmetics			X
(3) Hair styled (for female personnel)			X
(4) Restorative work appears natural			X
(5) Proper underclothing placed on remains			X
(6) Entire uniform clean, pressed and satisfactory in appearance and fit			X
(7) Epaulet ends under collar, tie in place, buttons and belt properly fastened and decorations correctly placed			X
(8) Remains present an appearance of repose in casket			X
(9) Clearance between head and end of casket adequate			X
(10) Non-viewable remains properly wrapped and secured in position			X
(11) Uniform placed over non-viewable wrapped remains			X
(12) Recommend that family be allowed to view remains			X
(13) Casket meets specifications, interior and exterior are clean and unmarred			X
(14) Casket properly closed and/or sealed			X
(15) Shipping container			X
41a <input checked="" type="checkbox"/> I CERTIFY THAT THE REMAINS WERE INSPECTED AFTER REPROCESSING		b. <input type="checkbox"/> AFTER REMAINS WERE CLOTHED AND PLACED IN THE CASKET	
c. TYPED NAME J. B. MORTNEY	d. GRADE GS-11	e. INSTALLATION OF DEPARTMENT REPRESENTATIVE Mortuary Officer, Oakland, CA	
f. SIGNATURE /s/J. B. Mortney		g. DATE (YYMMDD) 25 Nov 86	
42 DATE SHIPPED TO CONSIGNEE (YYMMDD): 26 Nov 86			
43 REMARKS (Indicate item reference number, when applicable) Identification tags checked. Incisions re-sealed. Sealed lips and eyes. Dressed in uniform & placed in casket. Remains Viewable.			

APPENDIX P

RECORD OF PREPARATION AND DISPOSITION OF REMAINS (Within CONUS)				Form Approved OMB No. 0702-0014 Expires Nov 30, 1989	
1. TO (Recipients and address authorized distribution) Naval Medical Command Washington, DC 20372-5120			2. NAME OF AUTHORITY ARRANGING PREPARATION Naval Hospital, San Diego, CA 92134-7000		
			3. RECEIVING FUNERAL DIRECTOR		
			a. NAME Jones Mortuary		
			b. ADDRESS 3115 Broadway Chicago, IL 60088-5252		
4. REMAINS OF					
a. NAME (Last, First, Middle Initial) WRIGHT, Hugo NMT		b. GRADE/RANK HMC	c. SSN 222-00-3131	d. BRANCH OF SERVICE U. S. Navy	
e. ORGANIZATION		f. NAME OF PERSON DIRECTING DISPOSITION OF REMAINS Mrs. Myrtle Wright		g. ADDRESS OF PERSON DIRECTING DISPOSITION 10030 Sunnyview Boulevard Chicago, IL 60088-5050	
h. RELATIONSHIP OF PERSON DIRECTING DISPOSITION Wife			i. DATE OF DEATH (YYMMDD) 29 Nov 86	j. HOUR OF DEATH 1420	
k. CAUSE OF DEATH Homicide			l. PLACE OF DEATH San Diego, CA		
MORTUARY DATA					
5.a. REMAINS RECEIVED AT MORTUARY		b. EMBALMING STARTED		c. EMBALMING COMPLETED	
(1) Date (YYMMDD) 30 Nov 86	(2) Hour 1300	(1) Date (YYMMDD) 30 Nov 86	(2) Hour 1500	(1) Date (YYMMDD) 30 Nov 86	(2) Hour 2000
d. TYPE OF CASE <input type="checkbox"/> (1) Not Autopsied <input type="checkbox"/> (4) Other (Specify)		<input checked="" type="checkbox"/> (2) Autopsied <input type="checkbox"/> (6) Non-viewable		<input type="checkbox"/> (3) Mutilated <input type="checkbox"/> (7) Viewing Questionable	
				e. RECOMMEND FAMILY VIEW REMAINS (X one) <input checked="" type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No	
f. ARTERIES INJECTED		g. VEINS DRAINED		h. FLUID DILUTIONS	
(1) Carotid	R <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/>	(5) Iliac	(1) Jugular	(1) Index of Concentrated Arterial Fluid	
(2) Subclavian		(6) Femoral	(2) Axillary	(2) Index of Concentrated Cavity Fluid	
(3) Axillary	R <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/>	(7) Radial	(3) Iliac	(3) Preinjection Fluid Oz	
(4) Brachial		(8) Ulnar	(4) Femoral	(4) 1st Injection 64 Oz 2 Gal	
i. HARDENING COMPOUND USED (Lbs.) 3 lbs		j. DRAINAGE <input type="checkbox"/> Intermittent <input checked="" type="checkbox"/> (1) Continuous <input type="checkbox"/> (3) Restricted		(5) 2nd Injection Oz Gal	
6. AREAS HYPODERMICALLY EMBALMED None				(6) 3rd Injection Oz Gal	
7. PARTS RECEIVING POOR CIRCULATION AND HOW TREATED None				(7) 4th Injection Oz Gal	
8. RESTORATION TREATMENT (Describe, state reason if features not restored) None				k. TOTAL CONCENTRATED FLUID USED (Oz)	
9. EXPLAIN ANY DELAY IN RECOVERY, AUTOPSY, PREPARATION, INSPECTION OR SHIPMENT OF REMAINS None				(1) Arterial (3) Preinjection	
				(2) Cavity 64 (4) Humectant	
				(5) Other	
EXPENSE DATA					
10.a. EXPENSE AT PLACE OF DEATH					
PREPARATION SERVICE OBTAINED BY (X one) <input checked="" type="checkbox"/> ANNUAL CONTRACT <input type="checkbox"/> ONE-TIME CONTRACT					
(1) Recovery of Remains		\$	(6) Cremation		\$
(2) Metal Casket <input checked="" type="checkbox"/> (a) Standard <input type="checkbox"/> (b) Oversize (To include preparation of remains, hearse and related services)		\$ 715.00	(7) Transportation of Remains (a) Shipping Container \$ (b) Air \$456.00 (c) Hearse \$ (d) Rail \$		\$ 456.00
(3) Name of Casket Manufacturer Commerce Casket Company			(8) Transportation of Escort (a) Air \$890.00 (b) Rail \$ (c) Bus \$ (d) Per Diem \$215.00		\$ 1105.00
(4) Clothing		\$ n/a	(9) Complete Total		\$2290.00
(5) Flag		\$ 14.95			

APPENDIX P (Continued)

10. b. INTERMENT EXPENSES			
(1) Amount Paid \$1750.00	(2) Payee Jones Mortuary, Chicago, IL		
(3) Date of Payment (YYMMDD) 23 Dec 86	(4) Voucher Number 320-4300	(5) Check Number P555505	
11. IF OVERSIZED CASKET IS USED, INDICATE REASON(S)			
12. PREPARING EMBALMER			
a. TYPED NAME R. W. DIMS	b. SIGNATURE /s/ R. W. Dims	c. LICENSE NO. 33490	d. STATE CA
e. REMARKS			
13. CONTRACTOR CERTIFICATION			
I certify that the supplies and services furnished meet the terms and specifications of the contract, and the remains and supplies should be in a satisfactory condition at final destination.			
a. TYPED NAME Louis Colony Funeral Home		b. ADDRESS 5130 Onion Street San Diego, CA	
c. SIGNATURE /s/ R. W. Dims		d. DATE SIGNED 4 Dec 86	
14. INSPECTION DATA (Remains, Casket and Shipping Container)			
	YES	NO	N/A
a. REMAINS (To be completed before remains are clothed)			
(1) Remains bathed to present a clean appearance	X		
(2) Face shaven; moustache, if any, and hairs protruding from ears and nose trimmed	X		
(3) Facial features and hands arranged to present a natural appearance	X		
(4) Fingernails clean and trimmed	X		
(5) Abrasions, wounds and incisions sealed to prevent drainage and leakage (Embalmer Initial)	X		
(6) Remains adequately preserved and disinfected (Embalmer Initial)	X		
b. REMAINS (To be completed during clothing and after casketing remains)			
(1) Identification tags with remains	X		
(2) Cosmetics applied to present a natural appearance of hands and face	X		
(3) Eyelashes, eyebrows and hair free of cosmetics	X		
(4) Hair styled (for female personnel)			X
(5) Restorative work appears natural			X
(6) Proper underclothing placed on remains	X		
(7) Entire uniform clean, pressed and satisfactory in appearance and fit	X		
(8) Epaulet ends under collar, tie in place, buttons and belt properly fastened and decorations correctly placed	X		
(9) Remains present an appearance of repose in casket	X		
(10) Clearance between head and end of casket adequate	X		
(11) Non-viewable remains properly wrapped and secured in position			X
(12) Uniform placed over non-viewable wrapped remains			X
c. CASKET			
(1) Casket meets specifications	X		
(2) Interior and exterior of casket are clean and unmarred	X		
(3) Casket properly closed and/or sealed	X		
d. SHIPPING CONTAINER			
15. DATE SHIPPED TO CONSIGNEE (YYMMDD) 5 Dec 86		16. DEPARTMENT REPRESENTATIVE <input type="checkbox"/> a. I certify that the remains were inspected after embalming and/or reprocessing; and <input checked="" type="checkbox"/> b. after remains were clothed and placed in the casket	
c. REMARKS			
d. TYPED NAME John Ennis		e. INSTALLATION Naval Hospital, San Diego, CA	
g. SIGNATURE /s/ John Ennis		f. GRADE HMC	
		h. DATE SIGNED 5 Dec 86	

APPENDIX Q

DISPOSITION OF REMAINS - REIMBURSABLE BASIS		Form Approved OMB No. 0704-0030 Expires Nov. 1, 1989
Privacy Act Statement		
<p>AUTHORITY: 10 USC Sections 1481 thru 1488; EO 9397, November 1943 (SSN)</p> <p>PRINCIPAL PURPOSES: To record the sponsor's disposition instructions for the remains. To record cost for necessary services and supplies. To record the name, address and telephone number of a person in CONUS who may be contacted concerning the remains, if necessary.</p> <p>ROUTINE USE: To document disposition instructions, cost data, and CONUS point of contact for the decedent. This information is used by the mortuary officer at the CONUS port of entry.</p> <p>DISCLOSURE: Voluntary; however, failure to furnish the requested information may delay processing and shipment of remains to final destination.</p>		
1. NAME OF DECEASED JOHN T. MORROW		2. RELATIONSHIP TO SPONSOR Dependent Father-in-Law
3. NAME OF SPONSOR (Individual, Agency or Firm) John A. Doe, Jr.		4. ADDRESS OF SPONSOR (Street, City, State and Zip Code) Detachment 4 FPO NY 09524
5. GRADE OF SPONSOR HMC	6. SSN OF SPONSOR 222-22-2222	
I, THE UNDERSIGNED, DESIRE THAT DISPOSITION OF REMAINS BE EFFECTED AS INDICATED BELOW: (X applicable option)		
7. OPTION I		
a. Preparation of remains at the Government mortuary and return of remains to a continental United States port of entry in a transfer case. The Port Mortuary will furnish the requested services and supplies at a cost of \$ _____. I have reimbursed the Government in this amount. It is requested that the remains be shipped to the following funeral home:		
b. NAME OF FUNERAL HOME		c. ADDRESS OF FUNERAL HOME (Street, City, State and Zip Code)
8. OPTION II		
a. Preparation of remains at the Government mortuary and return of remains to a continental United States port of entry in a transfer case. The Port Mortuary Officer is requested to release the remains to the following funeral home:		
b. NAME OF FUNERAL HOME		c. ADDRESS OF FUNERAL HOME (Street, City, State and Zip Code)
<input checked="" type="checkbox"/> 9. OPTION III		
a. ARRANGEMENTS DESIRED (Other than those described in Options I or II)		
1. Family request encasement of remains in a standard government casket at port of entry. Remains will be consigned to Walters Funeral Home, 853 North Madison, Auburn, MA 01501.		
2. Advise this command any additional expenses incurred at port of entry so that a correct billing can be provided to the next of kin.		
3. Collection will be effected by the overseas command as required.		
b. APPROPRIATION TO WHICH MONEY HAS BEEN DEPOSITED, IF APPLICABLE Not applicable at this time; pending collection from sponsor		
10. RELATIVE OF DECEASED (or other person) IN CONUS WHO MAY BE CONTACTED, IF NECESSARY		
a. NAME Mary A. Morrow		b. ADDRESS (Street, City, State and Zip Code) 23 Command Drive Springfield, MA 01525
c. RELATIONSHIP Sister	d. TELEPHONE NO. (include area code)	
e. DATE SIGNED 23 May 87	f. SIGNATURE OF SPONSOR /s/ John A. Doe, Jr.	

APPENDIX R

CASUALTY ASSISTANCE CALLS AND
FUNERAL HONORS SUPPORT (CAC/FHS) PROGRAM COORDINATORS

Per OPNAVINST 5400.24D, the realignment of CNO area representative functions is complete. CAC/FHS program coordinators and their areas of responsibility are reflected in the following:

The 48 Contiguous United States and Alaska

<u>Zone</u>	<u>Area of Responsibility</u>	<u>CAC/FHS Program Coordinator</u>
Northeast	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Ohio, Michigan, Indiana and the Canadian provinces of Quebec, New Brunswick, Ontario, and Nova Scotia	COMNAVBASE, Philadelphia, PA 19112-5098
Mid-Atlantic	West Virginia; Kentucky; and Virginia less Arlington, Fairfax, Stafford, King George, Prince William and Westmoreland counties	COMNAVBASE, Norfolk, VA 23511-6002
Naval District Washington	The District of Columbia, Maryland, and the countries of Arlington, Fairfax, Stafford, King George, Prince William, and Westmoreland in Virginia	COMNAVDIST, Washington, DC 20374-2002
Southeast	South Carolina, Georgia, Florida, Alabama, Tennessee, Mississippi, and North Carolina	COMNAVBASE, Charleston, SC 29408-5100
Mid-West	Louisiana, Arkansas, Oklahoma, Texas, Kansas, Missouri, Iowa, Illinois, Minnesota, and Wisconsin	COMNAVRESFOR, New Orleans, LA
Southwest	Arizona, Nevada, Utah, New Mexico, Colorado, the California counties of Santa Cruz, Inyo, San Benito, Fresno, Madera, and all other counties of California south thereof	COMNAVBASE, San Diego, CA 92132-5100
Mid-Pacific	Counties of San Mateo, Merced, Santa Clara, Mariposa, Mono, and all other counties of California north thereof	COMNAVBASE, San Francisco, CA 92132-5100

APPENDIX R (Continued)

CASUALTY ASSISTANCE CALLS AND
FUNERAL HONORS SUPPORT (CAC/FHS) PROGRAM COORDINATORS

Northwest	Wyoming, North Dakota, South Dakota, Idaho, Nebraska, Washington, Oregon, Montana, Alaska including the Aleutians, and Canadian provinces of British Columbia, Alberta, Yukon, and Saskatchewan	COMNAVBASE, Seattle, WA 98115-5012
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Outside the 48 Contiguous United States and Alaska

<u>Area of Responsibility</u>	<u>Program Coordinator</u>
Azores, Bermuda, and Iceland	COMNAVAIRLANT
Bahamas, Cuba, Panama, Puerto Rico, and West Indies	COMNAVFORCARIB
Mediterranean Littoral (less Egypt) Portugal	COMFAIRMED
Newfoundland	NAVFAC, Argentia
Japan and Okinawa	COMNAVFORJAPAN
Northern Europe and the United Kingdom	COMNAVACT, United Kingdom
Korea	COMNAVFORKOREA
Hawaii and the Islands of Wake, Midway, Kure, Johnson, Palmyra, and Kingman Reef	COMNAVBASE, Pearl Harbor, HI
Guam, Trust Territory of the Pacific Islands, Australia, New Zealand, and American Samoa	COMNAVFORMARIANAS
Diego Garcia, Hong Kong, Philippines, and Singapore	COMUSNAVPHIL
Africa (less Eastern Littoral States assigned to COMUSNAVCENT)	CINCUSNAVEUR
Middle East, East African States of Egypt, Sudan, Kenya, Ethiopia, Somalia, and Djibouti	COMUSNAVCENT



APPENDIX S

CERTIFICATE OF DEATH (OVERSEAS) Acte de décès (D'Outre-Mer)				
NAME OF DECEASED (Last, First, Middle) Nom du décès (Nom et prénom)		GRADE Grade	BRANCH OF SERVICE Arme	SOCIAL SECURITY NUMBER Numero de l'Assurance Sociale
BRAGG, John David		GS-11	Civilian	111-11-1111
ORGANIZATION Organisation		NATION (e.g., United States) Pays	DATE OF BIRTH Date de naissance	SEX Sexe
OICC, SW Pacific Manila, RP		United States	12 June 1930	<input checked="" type="checkbox"/> MALE Masculin <input type="checkbox"/> FEMALE Feminin
RACE Race		MARITAL STATUS Etat Civil		RELIGION Culte
<input checked="" type="checkbox"/> CAUCASOID Caucasique		<input checked="" type="checkbox"/> SINGLE Célibataire		<input type="checkbox"/> PROTESTANT Protestant <input checked="" type="checkbox"/> CATHOLIC Catholique <input type="checkbox"/> JEWISH Juif
<input type="checkbox"/> NEGROID Négré		<input type="checkbox"/> MARRIED Marié		
OTHER (Specify) Autre (Spécifier)		<input type="checkbox"/> DIVORCED Divorcé <input type="checkbox"/> SEPARATED Séparé		
NAME OF NEXT OF KIN Nom du plus proche parent		RELATIONSHIP TO DECEASED Parenté du décès avec le sujet		
John Arthur Bragg		Father		
STREET ADDRESS Domicile à l'adresse		CITY OR TOWN AND STATE Municipalité, Code ZIP, Code postal complet		
3012-E San Michele		San Antonio, Zambales		
MEDICAL STATEMENT Déclaration médicale				
CAUSE OF DEATH (Enter only one cause per line) Cause du décès (N'indiquer qu'une cause par ligne)				INTERVAL BETWEEN ONSET AND DEATH Intervalle entre l'attaque et le décès
DISEASE OR CONDITION DIRECTLY LEADING TO DEATH Maladie ou condition directement responsable de la mort		Cardiac due to Arteriosclerosis		
ANTECEDENT CAUSES Symptômes précurseurs de la mort.	MORBID CONDITION, IF ANY LEADING TO PRIMARY CAUSE Condition morbide, s'il y a lieu, menant à la cause primaire	Hypertension		
	UNDERLYING CAUSE, IF ANY, GIVING RISE TO PRIMARY CAUSE Raison fondamentale, s'il y a lieu, ayant suscité la cause primaire	Hypercholesterolemia		
OTHER SIGNIFICANT CONDITIONS? Autres conditions significatives?				
MODE OF DEATH Condition de décès	AUTOPSY PERFORMED Autopsie effectuée	CIRCUMSTANCES SURROUNDING DEATH DUE TO EXTERNAL CAUSES Circonstances de la mort suscitées par des causes extérieures		
<input checked="" type="checkbox"/> NATURAL Mort naturelle	<input checked="" type="checkbox"/> YES Oui	MAJOR FINDINGS OF AUTOPSY Conclusions principales de l'autopsie		
<input type="checkbox"/> ACCIDENT Mort accidentelle	<input type="checkbox"/> NO Non	Severe atherosclerotic heart disease; acute myocardial infarction; pulmonary congestion and edema.		
SUICIDE Suicide	NAME OF PATHOLOGIST Nom du pathologiste	AVERY RUSH, LCDR, MC, USN		
HOMICIDE Homicide	SIGNATURE Signature	DATE Date	AVIATION ACCIDENT Accident d'Avion	
	/s/ Avery Rush	29 Nov 85	<input type="checkbox"/> YES Oui <input checked="" type="checkbox"/> NO Non	
DATE OF DEATH (Hour, day, month, year) Date de décès (l'heure, le jour, le mois, l'année)	PLACE OF DEATH Lieu de décès			
1245 27 November 1985	Naval Hospital, Subic Bay, RP			
I HAVE VIEWED THE REMAINS OF THE DECEASED AND DEATH OCCURRED AT THE TIME INDICATED AND FROM THE CAUSES AS STATED ABOVE. J'ai examiné les restes mortels du défunt et je conclus que le décès est survenu à l'heure indiquée et à la suite des causes énumérées ci-dessus.				
NAME OF MEDICAL OFFICER Nom du médecin militaire ou du médecin sanitaire		TITLE OR DEGREE Titre ou diplôme		
JEROME ALTER		Medical Officer		
GRADE Grade	INSTALLATION OR ADDRESS Installation ou adresse			
LT	Naval Hospital, Subic Bay, RP			
DATE Date	SIGNATURE Signature			
27 November 1985	/s/ Jerome Alter			
1 State disease, injury or complication which caused death, but not mode of dying such as heart failure, etc. 2 State conditions contributing to the death, but not related to the disease or accident (do not cause death). 3 Precise the nature of the disease, of the injury or of the complication which contributed to the death, but not the manner of dying, such as an arrest of the heart, etc. 4 Precise the condition which contributed to the death, but not having any rapport with the disease or to the condition which provoked the death.				

APPENDIX T

RECEIVING FUNERAL DIRECTOR'S REPORT

To: Mr. Welton Gray
(Name of Funeral Director)

444 Broadway, Brooklyn, New York 11251
(Address - Include Street, City, State and Zip Code)

Remains of: HMC John A. Doe, Jr. 123-45-6789
(Name, Grade or Rate, Social Security Number)

Shipped to: Final Resting Funeral Home
(Name of Funeral Home)

444 Broadway, Brooklyn, New York 11251
(Address - Include Street, City, State and Zip Code)

Condition of Remains on Arrival: Embalming excellent - cosmetics
(To be completed by receiving
too heavily applied to face.
funeral director)

S/WELTON GRAY
(Signature of Receiving Funeral
Director)

ESCORT'S REPORT

I personally viewed the remains and casket at the receiving funeral director's establishment. The condition of remains and casket was as noted above.

S/FLOYD MERCY, HMC, USN
(Signature of Escort)

APPENDIX U

ACRONYMS

ASGRO	Armed Services Graves Registration Office
ATTN:	Attention
BUPERS	Bureau of Naval Personnel (see NAVMILPERSCOM)
CAC	Casualty Assistance Calls
CAC/FHS	Casualty Assistance Calls/Funeral Honors Support
CACO	Casualty Assistance Calls Officer
CACP	Casualty Assistance Calls Program
CINC	Commander in Chief
CINCPAC	Commander in Chief, United States Pacific Fleet
CINCUSNAVEUR	Commander in Chief, United States Naval Forces, Europe
CMC	Commandant of the Marine Corps
CMMI	Civilian Manpower Management Instruction
CNAVRES	Chief, Naval Reserves
CNO	Chief of Naval Operations
CO	Commanding Officer
COMFAIRMED	Commander, Fleet Air, Mediterranean
COMNAVAIRLANT	Commander, Naval Air, Atlantic
COMNAVBASE	Commander, Naval Base
COMNAVFORCARIB	Commander, Naval Forces, Caribbean
COMNAVFORJAPAN	Commander, Naval Forces, Japan
COMNAVFORKOREA	Commander, Naval Forces, Korea
COMNAVFORMARIANAS	Commander, Naval Forces, Marianas
COMNAVMEDCOM	Commander, Naval Medical Command

APPENDIX U (Continued)

COMNAVMILPERSCOM	Commander, Naval Military Personnel Command
COMNAVSUPSYSCOM	Commander, Naval Supply Systems Command
COMSC	Commander, Military Sealift Command
COMUSNAVPHIL	Commander, U.S. Navy, Philippines
CONUS	Continental United States
DA	Department of the Army
DAO	Decedent Affairs Officer
DAP	Decedent Affairs Program
DD	Department of Defense
DOA	Dead on Arrival
DOD	Department of Defense
DUSTWUN	Duty Status - Where Abouts Unknown
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
FHS	Funeral Honors Support
FMS	Foreign Military Sales
FSC	Federal Supply Catalog
GR or GRREG	Graves Registration
GTR	Government Transportation Request
JAGMAN	Manual of the Judge Advocate General
MAC	Military Airlift Command
MANMED	Manual of the Medical Department
MARCORCASPROCMAN	Marine Corps Casualty Procedures Manual
MARCORPS	Marine Corps

APPENDIX U (Continued)

MCO	Marine Corps Order
MED	Medical
MEDCOM	Medical Command
MILPERSMAN	Military Personnel Manual, Naval
MIN:CONSIDERED	Minimize Considered
MSC	Military Sealift Command
MTF	Medical Treatment Facility
N/A	Not Applicable
NAS	Naval Air Station
NAVCOMPT	Navy Comptroller
NAVFAC	Naval Facility
NAVFINCEN	Navy Finance Center
NAVMC	Navy and Marine Corps
NAVMED	Navy Medical
NAVMEDCOM	Naval Medical Command
NAVPERS	Naval Personnel
NAVPUBFORMCEN	Navy Publications and Forms Center
NAVREGS	U.S. Navy Regulations
NAVSUP	Naval Supply
NCPC	Naval Civilian Personnel Command
NOAA	National Oceanic and Atmospheric Administration
NOK	Next of Kin
NOTAL	Not to All
NSN	National Stock Number

APPENDIX U (Continued)

OMA/NH	Office of Medical Affairs/Naval Hospital with OMA Responsibilities
OPNAV	Naval Operations
OPNAVINST	Naval Operations Instruction, Chief of
PCS	Permanent Change of Station
PNOK	Primary Next of Kin
POE	Port of Entry
PSD	Personnel Support Detachment
SATP	Security Assistance Training Program
SECNAV	Secretary of the Navy
SGLI	Servicemember's Group Life Insurance
SNDL	Standard Navy Distribution List
SNOK	Secondary Next of Kin
SOFA	Status of Forces Agreement
TAD	Temporary Additional Duty
TCMD	Transportation Control and Movement Document
TCND	Transportation Control Number Designator
UIC	Unit Identification Code
USEUCOM	United States European Command
USO	United Services Organization
VA	Veterans Administration
VAB	Veterans Administration Beneficiary

APPENDIX V

Date: _____

FORMAT FOR INTERMENT ALLOWANCE REVIEW DATA - ANNUAL REPORT

To: Commander, Naval Medical Command (MEDCOM-332)

Report Symbol MED 5360-10

Column 1*	Column 2**	Column 3 Hearse & Limousine Expense	Column 4 Grave Site	Column 5 Opening & Closing Grave	Column 6 Vault or Grave Liner	Column 7 Church and Clergy	Column 8***	Column 9 Expenses not categorized elsewhere - Itemize where possible or provide comments	Column 10 Total Amount Claimed	Column 11 Total Amount Paid

Round-off all entries to nearest dollar.

* Enter abbreviation of State wherein burial occurred and either -
 1 - If burial in private cemetery, e.g., Ark-1 or
 2 - If remains consigned to funeral director prior to burial in a national cemetery, e.g., Ark-2, or
 3 - If remains are consigned directly to a national cemetery, e.g., Ark-3.

** Funeral director's professional service fee and use of chapel & equipment (standard charge)
 *** Flowers, obituary notices, telephone calls, telegrams, organist, etc.

APPENDIX W

GEOGRAPHIC NAVAL MEDICAL REGIONS AND AREAS OF RESPONSIBILITY

<u>Geographic Regions</u>	<u>Area of Responsibility</u>
<p><u>Northeast Region</u></p> <p>Mailing Address: Commander Naval Medical Command Northeast Region Great Lakes, IL 60088-5203</p> <p>Message Address: COMNAVMEDCOM NEREG GREAT LAKES IL</p>	<p>Connecticut, Delaware, Illinois, Indiana, Iowa, Kentucky, Maine, Massachusetts, Michigan, Minnesota, Missouri, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Wisconsin, and Newfoundland</p>
<p><u>National Capital Region</u></p> <p>Mailing Address: Commander Naval Medical Command National Capital Region Bethesda, MD 20814-5000</p> <p>Message Address: COMNAVMEDCOM NATCAPREG BETHESDA MD</p>	<p>District of Columbia, Maryland, West Virginia, and the northern Virginia counties of Arlington, Fairfax, Prince William, and Loudoun and the Virginia cities of Alexandria and Falls Church</p>
<p><u>Mid-Atlantic Region</u></p> <p>Mailing Address: Commander Naval Medical Command Mid-Atlantic Region 6500 Hampton Boulevard Norfolk, VA 23508-1297</p> <p>Message Address: COMNAVMEDCOM MIDLANTREG NORFOLK VA</p>	<p>Bermuda, Cuba, North Carolina, Puerto Rico, South Carolina and all counties and cities of Virginia except those under the jurisdiction of the National Capital Region</p>
<p><u>Southeast Region</u></p> <p>Mailing Address: Commander Naval Medical Command Southeast Region Jacksonville, FL 32214-5222</p> <p>Message Address: COMNAVMEDCOM SEREG JACKSONVILLE FL</p>	<p>Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Tennessee, and Texas</p>

APPENDIX W (Continued)

<u>Geographic Regions</u>	<u>Area of Responsibility</u>
<u>Northwest Region</u> Mailing Address: Commander Naval Medical Command Northwest Region Oakland, CA 94627-5025 Message Address: COMNAVMEDCOM NWREG OAKLAND CA	Alaska, Colorado, Idaho, Kansas, Montana, Nebraska, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming; the California counties of Inyo, Kings, and Tulare and all other counties of California north thereof except the community of Bridgeport, CA (Marine Corps cold-weather training site); and NAS Fallon, Nevada and its immediate area
<u>Southwest Region</u> Mailing Address: Commander Naval Medical Command Southwest Region San Diego, CA 92134-7000 Message Address: COMNAVMEDCOM SWREG SAN DIEGO CA	Arizona, and New Mexico; the California counties of Kern, San Bernadino, San Luis Obispo, Santa Barbara, and all other counties of California south thereof; the community of Bridgeport, CA; and Nevada, except for NAS Fallon and its immediate area
<u>European Region</u> Mailing Address: Commander U.S. Naval Medical Command European Region P.O. Box 22 FPO New York 09510 Message Address: COMNAVMEDCOM EURREG LONDON UK	Europe, Greece, Italy, Spain, the United Kingdom, and the Middle East

APPENDIX W (Continued)

<u>Geographic Regions</u>	<u>Area of Responsibility</u>
<u>Pacific Region</u>	Australia, Guam, Hawaii, Japan, and the Republic of the Philippines
Mailing Address: Commander Naval Medical Command Pacific Region Naval Air Station Barbers Point, HI 96862-5850	
Message Address: COMNAVMEDCOM PACREG BARBERS PT HI	