



# DEPARTMENT OF THE NAVY

NAVAL STATION NEWPORT  
690 PEARY STREET  
NEWPORT, RI 02841-1522

IN REPLY REFER TO

NAVSTANPTINST 5360.1N

JUL 21 2010

## NAVAL STATION (NAVSTA) NEWPORT INSTRUCTION 5360.1N

From: Commanding Officer, Naval Station Newport

Subj: FUNERAL HONOR GUARD SUPPORT PROGRAM

Ref: (a) MILPERSMAN, Article 5360-010  
(b) COMNEREGMIDLANTINST 1770.2C  
(c) NAVPERS 15555D

Encl: (1) Assignment and Duties of the Funeral Honor Guard Team Coordinator and Team leader  
(2) Command Assignments for Funeral Honor Guard Detail  
(3) Funeral Honor Guard Information Sheet  
(4) Checklist for Funeral Teams  
(5) Funeral Team Make-up  
(6) Funeral Honor Guard Duty Assignment Order

1. Purpose. To establish guidelines on the composition, duties and training of Funeral Honor Guard team and to define the duties and responsibilities of local area commands, the Funeral Honor Guard Team Coordinator and Funeral Honor Guard Team Leader.

2. Cancellation. NAVSTANPT/LOCAL AREA RI COORDINST 5360.1M.

3. Background. NAVSTA Newport, Commanding Officer (CO) is responsible for providing Military Funeral Honors for deceased Navy personnel as outlined in references (a) through (c). The NAVSTA CO will honor all requests for funeral details meeting the following criteria:

a. Funeral services held in areas required in reference (b).

b. Requests should be received at least 24 hours in advance of service time. Every effort will be made to accommodate short-notice requests. However, we are unable to guarantee any requests received with less than 24 hours notice. Requests for honors to be rendered on a Sunday need special approval from Commander, Navy Region Mid-Atlantic (CNRMA).

c. NAVSTA Newport requests should only be received from the Regional Funeral Honors Coordinator. The Regional Funeral Honors Coordinator will accept the initial request from next of kin, the funeral director, with consent of next of kin (NOK), or the Casualty Assistance Calls Officer (CACO) and task NAVSTA Newport.

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4. Policy. The graveside ceremony is a final salute to a departed service member. Personnel assigned to the funeral detail are one of the most highly visible public representatives of the United States Navy. They must be impeccably trained, well groomed and a model of fitness to look sharp in uniform. Local area commands shall support this mission to the maximum extent possible. Individuals who fail to meet prescribed standards will be removed from this duty with documentation of the failure forwarded to their command. The command shall be responsible for providing a suitable substitute to the funeral detail.

5. Responsibility. The Funeral Honor Guard Detail Coordinator shall be designated in writing by the NAVSTA CO. Responsibilities are outlined in enclosure (1).

6. Funeral Honor Guard Detail Composition

a. The composition and strength of the team shall be three members: a two person flag folding team and one member to play taps via the ceremonial bugle or a CD player as prescribed in reference (b) and as illustrated in enclosure (1).

b. When requested by the Regional Funeral Honors Coordinator, the Funeral Honor Guard Team Coordinator shall determine if Chaplain services are required by references (a) through (c), and contact the Naval Station Chapel for this support if necessary. The duty Chaplain shall be responsible for assigning a Chaplain to support a funeral request.

c. Full Honors Funerals require a detail of 17 members consisting of the following:

- (1) Six Body Bearers.
- (2) Seven-man Firing Detail.
- (3) Firing Party Team Leader.

(a) All personnel on the Firing Detail are required to qualify on the M-14. Thus, identification of Firing Detail members needs to occur expeditiously. Qualification requires approximately one day for classroom and range training.

(4) Petty Officer-in-Charge(POIC) or Officer-in-Charge(OIC).

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(5) Bugler (electronic bugle is last resort).

(6) Escort (Flag Presenter/Body Bearer Team Leader).

(a) Body Bearers fold flag, escort accepts flag and presents to POIC/OIC, POIC/OIC presents flag to NOK.

(8) If Chaplin is requested, or when appropriate, all possible attempts will be made to have a Chaplain at the funeral.

## 7. Action

a. Commanders, Commanding Officers and Officers-in-Charge of area commands shall:

(1) Designate team personnel and supernumerary required by enclosure (2). Team composition is based on the E-6 and below population of the command. Exceptions or exemptions to this requirement must be approved, in writing, by the NAVSTA CO.

(2) Assign a Funeral Honors Program point of contact (POC), and alternate POC via memo to the NAVSTA CO.

(3) Ensure personnel assigned to the Funeral Honors Program comply with the requirements of this instruction and references (a) through (c).

b. Funeral Honor Guard Team Leaders will be E-5 and above, assigned in writing and shall perform their duties as outlined in enclosures (1), (4) and (5).

c. Assignment of personnel to a Funeral Honor Guard team shall be for a period of at least 12 months.

d. Training. Upon assignment, immediately contact NAVSTA Newport Funeral Coordinator who will provide training.

e. Transportation. Government vehicles will be provided by CNRMA with a government fuel card at no cost to the member. In the unlikely event that a government vehicle is not available, the team leader may be authorized to use POV and be reimbursed for actual expenses via CNRMA coordinator on Standard Form 1164

f. Communications. As available, each team will have a government cell phone for official use. If a duty cell phone is not available, then the member may be reimbursed for the actual cost of each official phone call.

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g. Cleaning of Uniforms. Members are authorized reimbursement for dry-cleaning costs for uniforms used on Funeral Honor Guard duty. Members are to use the NEX Uniform Shop and submit the receipt for reimbursement.

h. Commands are encouraged to award their personnel, as they deem appropriate, on behalf of a member's service within three months of completion. A letter of commendation is recommended for a team member and a Navy and Marine Corps Achievement Medal is recommended for a team leader. Service on a Funeral Honor Guard team should be considered an elite prestigious duty representing the Navy's finest in uniform.

8. Assignment Matrix. The success of the Funeral Honor Guard Program directly relies on the support of every command involved. Proper planning is essential and when changes occur that effect mission readiness or a team's operational capabilities, immediate contact with the Team Leader, NAVSTA Newport Area Honor Guard Coordinator and/or the CNRMA Coordinator are essential to prevent embarrassment to the U.S. Navy and command. Contact NAVSTA Coordinator when regularly scheduled leave, special liberty and medical conditions arise. For any questions, contact with the CNRMA Funeral Honors Coordinator is encouraged. With an average of 60 funerals a month, commands are also encouraged to continually monitor overall wellness of each team member relating to other duties, stress and burn-out.



J. P. VOBORIL

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ASSIGNMENT AND DUTIES OF THE  
FUNERAL HONOR GUARD DETAIL COORDINATOR AND TEAM LEADER

1. Action. The Funeral Honor Guard Detail Coordinator shall:
  - a. Immediately confirm receipt of all Funeral Honors requests with CNRMA Coordinator and immediately advise them of any difficulties or problems that might hinder or prevent compliance with the funeral request/tasking.
  - b. Coordinate all incoming requests from the CNRMA Coordinator with the Navy Reserve Center, Newport, upon request.
  - c. Complete enclosure (3), ensuring that specific directions are noted.
  - d. Assign the Funeral Honor Group and team using enclosure (5) with information from enclosure (3).
  - e. Ensure the composition and strength of the team is as prescribed by reference (b).
  - f. Arrange for transportation and/or per diem for the team.
  - g. Ensure the armory, bugler and Funeral Honor Guard Team Leaders are properly briefed and that the team receives enclosure (6).
  - h. Ensure a preceremony briefing is held by the Funeral/Honor Guard Team Leader prior to the team's departure for all ceremonies.
  - i. Submit a monthly report of honors rendered, as required in reference (b).
  - j. Ensure each Funeral Honor Guard team meets high standards of excellence. This includes strict punctuality, immaculate grooming, fitness and proper training.
  - k. Contact the Command Master Chief of the command represented with reports of negligence or unprofessional performance by the team or any of its members.
2. The Funeral Honor Guard Team Leader shall:
  - a. When notified by the Funeral Honor Guard Team Coordinator of a pending funeral, muster the team members necessary to support the funeral request, ensuring they receive all pertinent information concerning the funeral in accordance with enclosure (3).

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b. Muster, conduct refresher training the day of the funeral and inspect each member of the team to ensure impeccable appearance and to correct minor deficiencies. The goal is to provide a sharp, knowledgeable and precise military unit. Any major uniform or grooming discrepancy shall be corrected immediately and reported in writing to the Funeral Honor Guard Detail Coordinator.

c. Ensure the team departs from NAVSTA Newport to arrive graveside at least 30 minutes prior to the ceremony.

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COMMAND ASSIGNMENTS FOR FUNERAL HONOR GUARD DETAIL

1. To ensure proper training in ceremonial procedures and protocol for rendering graveside honors, individuals will be assigned to the team for a minimum of 12 months.
2. Training shall be conducted by individual Team Leaders with their team to keep the highest standards of team performance. The Regional Funeral Honor Guard Detail Coordinator is responsible to train Team Leaders. When possible, and if funding is available, new team leaders may be assigned TAD for one week to Arlington National Cemetery for training on how to train and operate a Funeral Honor team.
3. NAVSTA Newport is also responsible to provide a weapons/rifle detail for all funeral honors requests in their geographical area of responsibility when tasked by CNRMA Funeral Honor Guard Detail Coordinator. Examples of the most frequent taskings come from (but not limited to) the following:
  - a. Naval Reserve Center Quincy
  - b. Naval Reserve Center Newport
  - c. Naval Reserve Center Worcester
  - d. USS CONSTITUTION

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FUNERAL HONOR GUARD INFORMATION SHEETINFORMATION ON THE DECEASED

Name: \_\_\_\_\_ Rate/Rank: \_\_\_\_\_

SSN: \_\_\_\_\_ Status: \_\_\_\_\_

Service Dates: From \_\_\_\_\_ To \_\_\_\_\_

SERVICES REQUESTED

Bugler

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Firing Squad

.....  
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Flag Presenter

.....  
.  
.....FUNERAL DETAILS

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Graveside (Team): \_\_\_\_\_

Cemetery: \_\_\_\_\_

Address: \_\_\_\_\_

Funeral Home: \_\_\_\_\_

Address: \_\_\_\_\_

POC: \_\_\_\_\_ Phone: \_\_\_\_\_

FLAG PRESENTATION

To: \_\_\_\_\_ Relationship: \_\_\_\_\_

Presented by: \_\_\_\_\_

Command: \_\_\_\_\_

**PRIVACY ACT STATEMENT.** To comply with the Privacy Act of 1974, the information solicited above is authorized by 5 U. S.C 552a. Disclosure is for routine use and is voluntary. However, failure to complete all requested information, or knowingly falsifying any information, may result in delay or denial of the granting of your request.

Enclosure (3)



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CHECKLIST FOR FUNERAL DETAILS

To be utilized when coordinating military funeral honors.

- \_\_\_\_\_ Complete enclosure 3.
- \_\_\_\_\_ Call the applicable team leader who will inform the remaining members of the team. Names and phone numbers of team leaders, as well as the watchbill, will be maintained by the NAVSTA Funeral Honors Coordinator.
- \_\_\_\_\_ Call the Navy Band (841-2506; Fax 841-4561) to request/coordinate a bugler to perform "Taps." If bugler is not available, issue the electronic bugle.
- \_\_\_\_\_ Call the Armory (841-4144) to arrange for weapons and ceremonial gear.
- \_\_\_\_\_ Ensure transportation is available. CNRMA provides two permanently assigned vehicles with a GSA gas card kept in the vehicle for fuel and a 1-800 number on the card for emergencies/road-side assistance. Call CNRMA if a vehicle becomes disabled. CNRMA may authorize procuring another GSA vehicle through PWT (841-3913/3914). Ensure all fuel receipts are turned in for records/CNRMA records.
- \_\_\_\_\_ If EZ-Pass is not available, maintain bridge toll receipts for reimbursement.

AFTER ACTION OF ENGAGEMENT

- \_\_\_\_\_ Collect receipts for meals if dining off base for lunch or dinner. Also save receipts for road tolls, authorized POV expenses, official phone costs, etc. Then procure Form 1164 from your command's Pass Coordinator and liquidate/fax forms to CNRMA Funeral Coordinator, (860) 694-3475, Fax: (860) 694-3699.
- \_\_\_\_\_ Collect receipts for uniform dry-cleaning expenses and use Form 1164 to liquidate/fax forms to CNRMA Funeral Coordinator.
- \_\_\_\_\_ Fax Engagement Order Sheet back to CNRMA Funeral Coordinator.

Enclosure (4)

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NAVAL STATION NEWPORT RI FUNERAL TEAM MAKE-UPTEAM 1

LEADER: NAVSTA  
MEMBER: OTC-N  
MEMBER: NHCNE

TEAM 2

LEADER: SWOS  
MEMBER: NHCNE  
MEMBER: NAVSTA

TEAM 3

LEADER: NHCNE  
MEMBER: SWOS  
MEMBER: NWC

TEAM 4

LEADER: OTC-N  
MEMBER: NWC  
MEMBER: NAVSTA

POINT OF CONTACT LIST

FUNERAL COORDINATOR: CS1 STOOTS (W) 1-1083  
(C) (757) 617-5128

ASST FUNERAL COORDINATOR: CS1 KOMOREK (W) 1-1083  
(C) (757) 692-2474

NAVSTA: CMDCM GRASER (W) 1-4017  
(C) (401) 862-8377  
CS1 STOOTS (W) 1-1083  
(C) (757) 617-5128

GROUP ASSIGNED: \_\_\_\_\_

TEAM: \_\_\_\_\_

MUSTER TIME: \_\_\_\_\_

**FUNERAL DETAILS**

Date of Funeral: \_\_\_\_\_

Time of Funeral: \_\_\_\_\_

Cemetery: \_\_\_\_\_

Address: \_\_\_\_\_

Funeral Home: \_\_\_\_\_

Address: \_\_\_\_\_

POC: \_\_\_\_\_

Phone: \_\_\_\_\_

ALT POC: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SERVICES REQUIRED**

Bugler     Firing Squad     Flag Presenter

**INFORMATION ON THE DECEASED**

Name: \_\_\_\_\_

Rate/Rank: \_\_\_\_\_

SSN: \_\_\_\_\_

Status: \_\_\_\_\_

**FLAG PRESENTATION**

To: \_\_\_\_\_

Rate/Rank: \_\_\_\_\_

Presented by: \_\_\_\_\_

Command: \_\_\_\_\_

Coordinator Name: \_\_\_\_\_

Signature: \_\_\_\_\_

After-Action Comments: \_\_\_\_\_

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