



Department of Defense INSTRUCTION

NUMBER 4515.19
December 27, 2011

ASD(LA)

SUBJECT: DoD Support for Congressional Funerals

References: See Enclosure 1

1. PURPOSE. This Instruction:

a. In accordance with the authority in DoD Directive (DoDD) 5142.01 (Reference (a)) and DoDD 4515.12 (Reference (b)), establishes policy, assigns responsibilities, and prescribes procedures for DoD support of congressional funerals when requested by Congress.

b. Supersedes and cancels the Assistant Secretary of Defense for Legislative Affairs Memorandum (Reference (c)).

2. APPLICABILITY. This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that:

a. Support for congressional funerals shall be provided upon request of Congress or where necessary to carry out DoD duties and responsibilities. When initiated, this support is referred to as "Operation Plan TRIBUTE."

b. There are two types of DoD support provided for congressional funerals:

(1) Ceremonial support for the funeral service and interment of a serving member of Congress (hereinafter referred to as "the Member") who dies while still in office.

(2) Transportation support for the congressional delegation (CODEL) attending the funeral or memorial service.

c. Eligibility for air transport of personnel, cargo, and human remains aboard DoD aircraft is governed by DoD 4515.13-R (Reference (d)). The DoD has no statutory authority, as reflected in this Instruction, to transport family members of the deceased Member or the human remains of the deceased Member aboard DoD aircraft. Air transportation is specifically for a CODEL to travel from Washington, D.C., to the funeral or memorial service location and back to Washington, D.C., pursuant to Reference (b).

(1) Having a serving Member accompany the deceased Member's remains on a DoD aircraft for the purposes of calling the transport a CODEL is prohibited.

(2) Family members of the deceased Member cannot travel as part of a CODEL.

d. Former Members of Congress are not authorized to receive transportation support aboard DoD aircraft.

(1) Former Members of Congress who are military veterans and meet the criteria as defined by section 1491 of title 10, United States Code (U.S.C.) (Reference (e)) are authorized military funeral honors separate and distinct from this Instruction and pursuant to DoDI 1300.15 (Reference (f)).

(2) Congressional leadership may request a CODEL to attend the funeral of a former Member of Congress, but this CODEL is separate and distinct from this Instruction and will follow procedures in Reference (b).

e. House and Senate CODEL requests for support in accordance with this Instruction will be combined into one bipartisan CODEL, due to the scarcity of airlift resources. The Chamber in which the deceased Member served upon demise will determine which Sergeant at Arms office validates the final CODEL manifest.

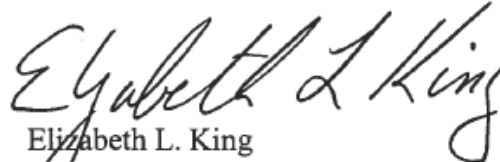
f. Requests for exceptions to policy will be submitted to the Secretary of Defense or a designee for approval in accordance with the procedures in this Instruction.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. The Office of the Assistant Secretary of Defense for Legislative Affairs (OASD(LA)) will initiate execution of Operation Plan TRIBUTE after notification of the Member's death by the Sergeant at Arms office. Detailed procedures are found in Enclosure 3.

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction is effective upon its publication to the DoD Issuances Website.



Elizabeth L. King
Assistant Secretary of Defense for
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Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5142.01, "Assistant Secretary of Defense for Legislative Affairs (ASD(LA))," September 15, 2006
- (b) DoD Directive 4515.12, "DoD Support for Travel of Members and Employees of Congress," January 15, 2010
- (c) Office of the Assistant Secretary of Defense for Legislative Affairs Memorandum, "Congressional Funeral Support Plan," May 6, 1986 (hereby cancelled)
- (d) DoD 4515.13-R, "Air Transportation Eligibility," November 1994
- (e) Section 1491 of title 10, United States Code
- (f) DoD Instruction 1300.15, "Military Funeral Support," October 22, 2007
- (g) Assistant Secretary of Defense for Public Affairs (ASD(PA)) Memorandum, "Armed Forces Support of Ceremonies for Official Activities in Washington, D.C.," November 12, 1976
- (h) Army Regulation 10-87, "Army Commands, Army Service Component Commands, and Direct Reporting Units," September 4, 2007
- (i) Sections 114 and 115 of title 32, United States Code
- (j) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," current edition

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS (ASD (LA)).

The ASD(LA) shall:

a. Exercise oversight of and have overall responsibility for all matters pertaining to support activities for this Instruction.

b. Approve and prioritize military air transportation of a CODEL to and from the Member's funeral or memorial service. This includes the authority to cancel an existing CODEL in favor of supporting an Operation Plan TRIBUTE CODEL.

2. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments shall, when directed by the ASD(LA) and in accordance with References (b), (e), and (f), be responsible for air and ground transportation of the CODEL, liaison support with the House and Senate offices of the Sergeant at Arms, and providing military ceremonial units in support of the funeral arrangements and services for Members who die while in office.

3. SECRETARY OF THE ARMY. The Secretary of the Army, in addition to the responsibilities in section 2 of this enclosure and in coordination with the ASD(LA), shall:

a. Be the lead component for congressional funeral activities.

b. Through the Commanding General, U.S. Army Military District of Washington (MDW), coordinate all facets of ceremonial military participation in congressional funerals, in accordance with Assistant Secretary of Defense for Public Affairs Memorandum (Reference (g)) and Army Regulation 10-87 (Reference (h)).

ENCLOSURE 3

PROCEDURES

1. PLANNING. Upon notification by the office of the Sergeant at Arms (House or Senate as applicable) of the death of the Member, OASD(LA) shall initiate Operation Plan TRIBUTE.

a. CODEL. Following coordination with House or Senate leadership, and in coordination with the appropriate Sergeant at Arms office, OASD(LA) will direct the appropriate Military Service, through its Legislative Liaison office, as the Service responsible for planning and executing the CODEL portion of Operation Plan TRIBUTE.

(1) The Service will assign an escort officer as the primary point of contact for the CODEL. This escort officer shall work closely with the House or Senate Sergeant at Arms for information regarding manifest lists, itineraries, and timing, pursuant to Reference (b).

(2) The escort officer shall work closely with the Service Congressional Travel Office on ground transportation requirements and securing military airlift for the CODEL. The Service Congressional Travel Office shall provide this information to OASD(LA) for approval.

(3) The ASD(LA) shall approve or disapprove the request and inform the Service Congressional Travel Office of the decision, while also coordinating with the Executive Airlift Scheduling Authority (EASA) or the Commander, United States Transportation Command, as appropriate, for the military airlift requirements (number and type of aircraft).

(4) After approval of military airlift from OASD(LA), the Service Congressional Travel Office will work the flight details (times, itinerary, ramp space, etc.) and options for the CODEL. The Service Congressional Travel Office shall ensure that any changes received from its escort officer (through the Sergeant at Arms) are passed to EASA in a timely manner.

b. Ceremony. OASD(LA) shall direct the MDW to initiate planning for the ceremonial support portion of Operation Plan TRIBUTE, in conjunction with notification from the appropriate offices of the Sergeant at Arms.

(1) MDW shall task, as appropriate, the National Capital Region-based Military Service honor guards and premier bands to provide body bearers, firing party, and bugler, and coordinate logistical support to transport the ceremonial troops required to provide military funeral honors.

(2) If congressional leadership requests, through the Sergeant at Arms offices, support for a deceased member to either Lie in Honor in the U.S. Capitol or Lie in Repose in the House or Senate Chamber, MDW shall provide the Military Services body bearers to carry the casket into and out of the Capitol building.

2. EXECUTION. The timing of the CODEL and ceremonial unit movement from Washington, D.C., to the funeral or memorial service will be at the discretion of the Service Congressional Travel Office and MDW, respectively, based on close coordination with the offices of the Sergeants at Arms and OASD(LA).

a. CODEL

(1) Once in execution, Service escort officers are responsible for the coordination of movement of the CODEL via ground and air transportation to and from the funeral or memorial service, VIP protocol, departure and arrival times, manifests, parking, etc.

(2) Funding of meals during the CODEL will be pursuant to Reference (b) and apply only to Members and employees of Congress. All others are required to reimburse the U.S. Government.

b. Ceremony

(1) MDW shall task, as appropriate, the National Capital Region-based Military Service honor guards and premier bands to provide body bearers, firing party, and bugler, and coordinate logistical support to transport, billet, and provide meals for the ceremonial troops required for military funeral honors. Vehicles and drivers for local ground transportation support may be requested through the National Guard Bureau. Protocols for employing National Guard support for military veterans is codified under sections 114 and 115 of title 32, U.S.C. (Reference (i)). All National Guard support will be provided with the following considerations: support is provided on a volunteer basis with the approval of the originating State Governor, the supporting Guardsmen will be on title 32 duty status, and funding for the National Guard support will come from existing National Guard appropriations.

(2) MDW shall oversee the conduct of military funeral honors, to include the firing of three volleys, the sounding of "Taps," and the folding and presentation of the National flag.

(3) MDW shall oversee the carrying of the casket into and out of the funeral service and carrying the casket to interment.

3. EXCEPTIONS TO POLICY. Requests for exceptions to policy should come from congressional leadership to the Secretary of Defense.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(LA)	Assistant Secretary of Defense for Legislative Affairs
CODEL	congressional delegation
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
EASA	Executive Airlift Scheduling Authority
MDW	U.S. Army Military District of Washington
OASD(LA)	Office of the Assistant Secretary of Defense for Legislative Affairs

PART II. DEFINITIONS

CODEL. One or more sitting Members traveling to sites, locations, or events for official business.

escort officer. The officer chosen by the Military Services' offices of Legislative Liaison who is the single point of contact for coordination with the CODEL.

funeral service. A religious or secular service honoring the deceased which is conducted prior to interment, with the remains present.

lie in honor. The tradition in which a coffin is placed on view in the U.S. Capitol. The Honor Guard is provided by the Capitol Police.

lie in repose. The tradition in which a coffin is placed on view in a location that is not the principal government building, such as the House or Senate Chamber.

memorial service. A religious or secular service honoring the deceased which is conducted either before or after interment, at which the remains are not present.

Military Services body bearers. Service members detailed to carry caskets at funerals.

Operation Plan TRIBUTE. The name historically used to codify DoD support for congressional funerals. It is not an official "OPLAN," as defined in Joint Publication 1-02 (Reference (j)). Support under an Operation Plan TRIBUTE includes a military funeral ceremony and a CODEL that travels to and from the funeral or memorial service.

Service Congressional Travel Office. The Army, Navy, and Air Force Legislative Offices each have an office dedicated to supporting congressional travel. These offices maintain the schedule of trips their Service is escorting, as well as provide itineraries, manifests, and other planning factors for each trip.