



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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WASHINGTON NAVY YARD, DC 20374-5140

CNICINST 1770.1A
N00K
6 May 2013

CNIC INSTRUCTION 1770.1A

From: Commander, Navy Installations Command

Subj: FUNERAL HONORS SUPPORT PROGRAM

Ref: (a) NAVPERS 15555D, Navy Military Funerals
(b) Joint Federal Travel Regulations
(c) OPNAVINST 1770.1A
(d) DoD Instruction 1300.15 of 22 Oct 2007
(e) 10 U.S.C. §1491
(f) CNICINST 4000.1B
(g) 10 U.S.C. §1588
(h) NAVPERS 15665
(i) OPNAVINST 3591.1F

Encl: (1) Denial of Funeral Honors
(2) Missed Funeral Reporting Guidance
(3) Training Requirements Outline
(4) Verification of Eligibility
(5) Requests for Funeral Honors Support
(6) Funeral Honors Detail Checklists
(7) Ceremonial Bugle Prior to Use Inspection

1. Purpose. To set policy for the effective and efficient management of the Commander, Navy Installations Command (CNIC) Funeral Honors Support Program (FHSP).

2. Background. Funeral honors support is paying respect and the final demonstration of our Country's gratitude to those who have faithfully defended the Nation. The Navy's FHSP recognizes and commemorates the honorable service of deceased Navy personnel. The practice of rendering funeral honors is considered to be a solemn and sacred obligation and a total force mission.

3. Cancellation. CNICINST 1770.1 dated 18 Apr 2011.

4. Policy

a. The ceremony for all active duty members and Medal of Honor recipients shall be manned in accordance with reference (a) Article 1-2. Should a family wish to substitute civilian personnel as honorary casket bearers, the Officer in Charge (OIC)/Petty Officer in Charge (POIC) shall instruct the civilian personnel on the proper handling of the casket.

b. A ceremony for all other Navy veterans will consist of, at a minimum, the folding and presentation of the American flag and the sounding of Taps by a detail of two uniformed members. One of those personnel must be from the Navy, and will present the flag to the designated next of kin (NOK). A military bugler is preferred; in the absence of a military bugler, a ceremonial bugle shall be used. As a last resort, Taps may be performed by a high quality recording. Commanders at all levels shall respond to requests for military honors with priority, sensitivity and honor.

c. Funeral honors shall only be accorded one time for each eligible service member.

d. All travel requests will be submitted and reviewed for approval in accordance with reference (b). U.S. General Services Administration (GSA)-furnished vehicles and carpooling are to be used to the maximum extent possible.

5. Responsibilities

a. CNIC is responsible for the execution, funding, and technical support of the FHSP in accordance with reference (c).

b. CNIC Casualty Assistance Calls Officer (CACO)/Funeral Honors Program Manager is responsible for:

(1) Maintaining and managing the FHSP as outlined in references (a) through (e) to include policies, funding and implementation within the Navy.

(2) Budgeting adequate resources for support of the FHSP as submitted through Region Commanders (REGCOMs).

(3) Establishing and maintaining instructions, manuals, and funding requirements for the Navy's funeral honors program.

(4) Receiving and reviewing field quality assurance reports, monitoring recommended follow-up actions, and determining when actions have been completed.

(5) Ensuring training events are conducted annually within each region by authorized trainers using the standardized funeral honors training manual.

(6) Allocating and placing Active Duty for Special Work (ADSW) yearly requirements for the CNIC Enterprise.

c. REGCOMs are responsible for:

(1) Executing the FHSP within their area of responsibility (AOR) in accordance with this instruction, references (a) through (e), and other governing laws and directives issued by higher authority.

(2) Supporting all elements of receipt, scheduling, and reporting of all eligible funeral honors requests within their AOR.

(3) Managing and executing the FHSP, including the timely tasking of subordinate or tenant commands to provide maximum support and manpower availability.

(4) Ensuring the FHSP is supported overseas, to the extent permitted by local law and United States (U.S.) regulation, and any agreements between the U.S. and the host country.

(5) Validating budget requirements to CNIC in accordance with budget/data calls.

d. Commandant, Naval District Washington (NDW) is responsible for the overall official training as outlined in this instruction for all designated field trainers sponsored by CNIC.

e. Region Funeral Honors Coordinator is responsible for:

(1) Ensuring funeral honors teams are assigned and in receipt of the details of the service to be performed, utilizing the CNIC approved Honors Tracker website at <https://eamc.cac.navy.mil/FH/web/>.

(a) Determining services to provide and composition of funeral teams when issuing initial tasking to designated commands.

(b) Ensuring all funerals assigned to a command, installation, or Navy Operational Support Center (NOSC) have been confirmed and scheduled by the funeral honors coordinator, at least once daily at a minimum. The Region Funeral Honors Coordinator will make positive contact with those responsible to ensure coverage.

(2) Ensuring all inquiries or requests for aircraft flyovers are directed to Commander, Naval Air Force U.S. Pacific Fleet and Commander, Naval Air Force Atlantic for final determination and scheduling.

(3) Ensuring the after action report (AAR) and other documentation is prepared and submitted by the supporting funeral honors team, within 72 hours of the completion of Funeral Honors. Review the AARs within five working days of the event for approval.

f. Funeral Honors Teams are responsible for ensuring funeral honors are rendered for the deceased veteran in a timely and honorable fashion.

6. Action

a. CNIC CACO/Funeral Honors Program Manager shall:

(1) Validate resources needed to support the FHSP and submit requirements to CNIC Strategy and Future Requirements (N5) and CNIC Financial Management (N8) as required.

(2) Collect, and manage FHSP data used in performance metrics and deficiency analysis on a monthly basis for CNIC HQ and other higher authorities.

(3) Provide annual ADSW requirements to Military Personnel Command, Reserve Augmentation Division (PERS 4G) on behalf of CNIC enterprise.

(4) Review the circumstances provided by the region for denial of funeral honors, and provide a draft letter, utilizing enclosure (1), to the Chief of Naval Operations, Office of Manpower, Personnel, Training & Education (CNO N13).

b. REGCOMs shall:

(1) Establish a region central phone number for 24/7

funeral honors requests. Phones may be forwarded to a 24 hour operation center, if available. Only one phone call should be required by the individual requesting funeral honors by using the process in reference (a).

(2) Execute reporting requirements as directed by higher authority in a timely manner. Reporting will consist of, but not limited to, mandatory Department of Defense (DoD) reporting requirements, metrics data entry into the HONORS Tracker and the CNIC Gateway 2.0 CACO Team Site:

<https://g2.cnlic.navy.mil/tscnichq/CACO/Metrics/MM/Forms/Regional%20View.aspx>, customer satisfaction assessments, and data calls. Any customer comments and/or assessments will be sent to CNIC HQ on a quarterly basis.

(3) Establish written agreements with sub-area coordinators, in accordance with reference (f) to carry out the FHSP as directed by the REGCOM. These agreements shall clearly delineate supporting requirements. The agreements will include funding for office equipment and materials, and reporting requirements of total man-hours/days associated. ADSW billets associated with any sub-area coordinator must be clearly delineated as primary support for FHSP tasks/requirements. Collateral duties should only be assigned in the absence of funeral honor requirements.

(4) Report missed funerals to CNIC citing the reason and circumstances surrounding the event based upon DoD established criteria. Such reporting will be to a level of detail to ensure adequate address of the reporting process for the specified categories as outlined in enclosure (2) while determining the root cause along with a course of action to mitigate reoccurrences.

(5) Sign a letter of apology within five working days to be mailed to the NOK, and a copy of the same will be forwarded to CNIC HQ. The letter shall contain an offer to render honors at a date convenient to the family. This action cannot be delegated or assigned "by direction."

(6) Determine budget and authorize the allocation of funds in support of the FHSP.

(a) Budget for and procure, at a minimum, ceremonial bugles, bugle inserts, Authorized Provider Partnership Program

(AP3) certification visits, funeral honors training and quality assurance travel.

(b) Assist authorized providers with obtaining the material and equipment required for a professional appearance and delivery of funeral honors in accordance with reference (a).

(7) Establish an AP3 with veteran service organizations and provide training, in accordance with reference (g), within each AOR. Authorized Providers are individuals or groups recognized by a Secretary of a Military Department or the Commandant of the Coast Guard, who are not members of the Military Services or employees of the U.S. and who augment the uniformed members of a military funeral honors detail.

(8) Monitor and submit recommendations to CNIC regarding annual requirements for ADSW billets.

(9) Administer stipend payments, as outlined in reference (e) and by the Office of the Under Secretary of Defense's annual memorandum, to individuals who support funeral honors.

(10) Reimburse personal expenses incurred by individuals supporting the FHSP as allowed by Defense Travel System (DTS) and reference (b).

(11) Use reference (d & e), when determining that funeral honors should be withheld, and submit written explanation detailing the reasons for withholding to CNIC.

c. Commandant, NDW shall:

(1) Ensure a training program is in place to train the region funeral honor trainers. Training is to encompass the requirements as outlined in enclosure (3).

(2) Develop and publish a training schedule each October. The schedule will provide a minimum of one train the trainer event a year. The schedule will be posted on the Gateway 2.0 CACO/FHSP Team Site calendar and sent to the Region Funeral Honors Coordinators via email.

(3) Conduct annual quality assurance reviews of classes held by region funeral honors trainers and provide supplementary field training on an as needed basis. Provide findings with a

recommended corrective action plan to the respective REGCOM and CNIC.

d. Region Funeral Honors Coordinator shall:

(1) Verify the deceased's eligibility for military honors by ensuring the character of service is deemed honorable, using reference (d) and items contained in enclosure (4).

(2) Request Funeral Honor Support. Military funeral honors, and chaplain support may be requested for deceased active duty, or veteran service members with honorable service as outlined in enclosure (5). Requests for honors will be verified and scheduled with the use of the checklist provided in enclosure (6).

(3) Identify and task alternate commands to support the funerals if a supporting command is unable to perform the funeral. Active Duty and Reserve Component personnel are to be equally offered opportunities to support funeral honors. FHSP assignments will be monitored to ensure units are not over tasked.

(4) Verify funeral honor details are identified, equipped, and properly trained to perform their assigned duties.

(5) Inform CNIC of all cancelled funerals on a weekly basis via the chain of command. For those discarded due to the family's desire to cancel the request, documentation in writing by the family member, or authorized representative, will be obtained and filed in the HONORS Tracker data base.

(6) Maintain accurate, real time, electronic files and submit required reports utilizing a common database (HONORS Tracker), managed by CNIC, in accordance with this instruction.

e. Funeral Honors Teams shall:

(1) Attend formal training in accordance with reference (c).

(2) Maintain the highest standards of professionalism, grooming and personal appearance. All Navy service members assigned to the funeral honors team will wear uniforms in accordance with reference (h).

(3) Utilize the Funeral Honors Detail Checklists, enclosure (6), for all assigned funerals. If using the ceremonial bugle, use the Ceremonial Bugle Prior to Use Inspection, enclosure (7).

(4) Ensure information is provided for the completion of required reports.


(a) Upon conclusion of the event, not to exceed 72 hours from the time of the event, enter the data for the AAR into the HONORS Tracker system.

(b) Utilize DTS for all travel related claims. Claims should be submitted in a timely manner not more than 72 hours after the event.

(5) Be screened and receive documented training in the safe and effective use of assigned weapons, in accordance with reference (i), when assigned to rifle details/firing parties.

(6) Determine the allowable/appropriate length of time to remain on-site if a delay has occurred. The delay should not affect the support of other scheduled funerals. Ten minutes after the expected event start time, if the funeral procession is not in sight, the OIC/POIC of the detail shall contact the funeral director or designated point of contact. The OIC/POIC will verify the correct time and location, as well as inquire as to the reason of the delay and expected arrival time. In the event the delay will impact subsequent scheduled funerals, the OIC/POIC will contact their coordinator for guidance.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference SECNAV M-5210.1.



W. D. FRENCH
Vice Admiral, U.S. Navy

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CNICINST 1770.1A
6 May 2013

1770
Ser N13/XXX
XX Month 20XX

Mrs. Jane Smith
1223 Any Street
Anytown, PA 12345-6789
USA

Dear Mrs. Doe:

SUBJECT: DENIAL OF MILITARY FUNERAL HONORS

On behalf of the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education), I extend my deepest sympathy to you and your family on the recent loss of your husband, Master Chief Petty Officer John Smith, United States Navy, Retired.

Due to the circumstances surrounding your husband's death, the Navy was unable to honor your request for funeral honors for your husband.

If you have any questions concerning Military funeral honors or would like information regarding the Department of Defense policy guidance, please contact the Casualty Assistance Branch at (901) 874-4413.

Sincerely,

(Flag Officer Name)
Vice Admiral, U.S. Navy
Deputy Chief of Naval
Operation for Manpower,
Personnel, Training and
Education (N13)

Copy to:
PDUSD (P&R)

Enclosure (1)

MISSED FUNERAL REPORTING GUIDANCE

When reporting details of a missed funeral to CNIC, there are certain parameters that need to be covered for each category. This is to provide guidance in those areas and aid in building an outline to ensure the proper level of detail is met while ensuring the proper avenues have been explored to identify the root cause. In all cases the questions should be asked: Was this avoidable? What actions can be taken, or incorporated to ensure the prevention of reoccurrences?

1. Miscommunication of Direction/Time: Where was the break in communications?

a. Funeral Home

(1) Was the funeral home/director contacted by the region funeral honors coordinator upon receipt of the request to verify accuracy of information?

(2) Did the OIC/POIC of the funeral honors team contact the funeral director within 24 of the event to verify location and time?

b. Assigned Region

(1) Was the information recorded properly in HONORS Tracker?

(2) Did the assigned command acknowledge (confirm) receipt of the assignment? If no, what level of effort did the region make to contact the assigned command to ensure receipt?

c. Command Coordinator and participants

(1) Were the details of the funeral properly relayed to the funeral honors team members?

(2) Did the region verify the scheduled funerals in HONORS Tracker to ensure each was scheduled?

d. FH team member(s)

(1) Did the team member record the assignment correctly?

(2) Did the team OIC/POIC call the requestor to verify date/time? Did they use the approved checklist?

(3) Did the team members coordinate/discuss the event and the meeting date/time/location with the other team member(s)?

e. Does the region have [at a minimum daily] routine checks of all funerals in HONORS Tracker to ensure the steps of the process are being completed in sufficient time for the successful completion of rendering honors? Are steps being taken to identify possible hang ups in the process on a case by case basis to ensure all involved are completing their responsibilities (i.e. a system of checks and balances)?

2. Late Arrival: Identify the cause of the late arrival?

a. Discuss with the FH team member the reason for not being on time.

b. Did the member understand the time of the event and the requirement to arrive 45 minutes prior to the actual time of the event?

c. Did the member know the correct location of the event, and were steps taken to ensure a proper and efficient route was determined?

d. Was the departure time sufficient to take into consideration the expected road conditions (traffic for time of day), distance, and 45 minutes prior arrival time?

e. Were all members late? If not determine what inhibited those that were late.

f. Was carpooling a viable option for the team members? Would this have prevented the lateness?

g. Were there obstacles that prevented the member(s) from arriving on time (i.e. traffic issues, construction, detours, car trouble)? Verify legitimacy of the claimed reason.

h. Was the checklist used for planning and prior to departure?

3. Problems with CD, CD Player, Bugler: Why was Taps not played?

a. Was the ceremonial bugle to be used?

(1) Was the checklist used?

(2) Did the team have the bugle on site for the event?

(3) Were the bugle insert and the spare insert both tested prior to the event?

(a) What was the result of tests?

(b) If either failed, was the reason determined?

(c) If the reason for failure was other than dead batteries, or poor battery connection, was it reported to the command and region? Was the insert return to the region coordinator for evaluation and replacement? If no, why not?

(d) If the insert was returned, what was the cause of failure, if known?

(4) Were spare fresh batteries on hand?

(5) Were all batteries in the inserts tested prior to use?

(6) Did the bugler take (or stage if a two-person team) both the bugle [with insert] and the spare insert to the position at the event site? If yes, determine if both devices failed simultaneously.

(7) Did the bugler understand the proper operation of the insert, to include the low battery voltage indication?

b. If a live bugler was used, was the assigned person on time for the event?

(1) If yes, investigate in detail the nature of their failure to perform.

(2) If no, did the team have a ceremonial bugle that could have been used in lieu of the live bugler?

4. Other:

- a. What were the specifics resulting in the missed funeral?
- b. Can the actual failure point or a main factor be identified leading to the cause for the miss?
- c. Could the missed funeral be better categorized under one of the more descriptive categories for a missed funeral?

5. Inclement weather: Did the funeral event take place? Verify with the request originator. If the event was postponed due to the same weather condition, it was not a missed funeral. It is only missed if the funeral took place and the Navy FH team was not present.

- a. Was the FH team called off due to inclement weather?
 - (1) Whose decision was it to cancel the FH team for the requested honors?
 - (2) Was the family member or funeral director notified prior to the time of the event?
- b. Did the FH team attempt to perform the rendering of honors, but were late to arrive due to weather conditions? If yes, should they have been aware of impending weather conditions and planned their departure time accordingly to adjust for possible delays due to weather?
- c. Did someone at the region verify the validity of the inclement weather claim for the time and travel route of the FH team members? Was it a legitimate claim for missing the event?

6. Insufficient Notification Time: Note the actual time of the request.

- a. What was the time difference from the time the request for FHs was received to the actual time of the requested event?
- b. Was the request received within 24 hours of the event?
- c. Understanding that many funerals are very short notice; could a team have been identified and mustered on site and have satisfactorily performed the rendering of honors?

(1) How much time was remaining to the event start?

(2) Was the event to take place in an area with sufficient personnel availability, or was it in a remote location with few trained Navy members to identify?

(3) What distance would the team members have had to travel to attend the event?

d. Was the insufficient notification time conveyed to the requestor at the time of the request, or prior to the event? If yes, were they willing to modify or delay the funeral date/time to allow the Navy time to identify and assemble a team to render honors?

7 & 8. Geographic Distance Too Far & Parent Service Not Available:

(1) From where would the nearest Navy service member need to come?

(2) What would be the minimum distance traveled to have a Sailor present?

(3) What would be the associated costs in travel, and per diem (if required) to get a Sailor to the FH event location?

(4) Could another region, command, or DoD entity with Navy personnel have been called upon for assistance?

(5) What other special circumstances may inhibit getting a Navy representative to the location?

(6) Would it be feasible to assign one Navy service member to the event and coordinate with another service or National Guard to get the two person detail?

(7) Could Just-in-Time Training have been used to give a Sailor the training needed to participate in the rendering of FHs?

9. Multiple Funerals:

a. Were there other trained FH members available at the primary assigned command?

(1) Was the command actually tasked beyond its limitation?

(2) Was this relayed to the region level prior to the time of the event to aid in assignments?

b. Were the other conflicting funerals being manned at the minimum level allowable for their events, where additional members could have been reassigned to comprise an additional team?

c. Were there other commands, installations, NOSCs, or DoD entities with Navy personnel that could have been called upon for assistance?

d. Was the request to take place at a location where another region could have aided in providing coverage?

e. Were all possible Navy manning resources within reason called upon to man a FH team?

f. Would it have been feasible to have one Navy member and another service or National Guard to comprise a two person FH team?

TRAINING REQUIREMENTS OUTLINE

1. Training of funeral honor details is an ongoing function. The United States Navy Ceremonial Guard is required to train the Region Funeral Honors Support Program (FHSP) Certified Trainers. Training at the Region level will be conducted by the designated Region FHSP Certified Trainer to ensure that each funeral detail member receives proper training.

2. Training will consist of, but is not limited to:
- a. Funeral honors eligibility requirements.
 - b. Establishing a funeral detail.
 - c. Graveside services for casketed and cremated remains.
 - d. Firing of volleys.
 - e. Playing of Taps/operation of the ceremonial bugle
 - f. Folding and presenting the American flag.
 - g. Preparing and processing paperwork for reimbursement.
 - h. Completing the After Action Report in HONORS Tracker.

VERIFICATION OF ELIGIBILITY

Honorable service in the case of retirees and veterans must be verified by one of the following:

- (1) DD Form 214/NAVPERS 553 - pre-DD214
- (2) Defense Finance Accounting Service Leave and Earnings Statement (Retirees)
- (3) Veteran Affairs letter or admission form;
- (4) Honorable Discharge Certificate;
- (5) By other means (Identification cards, draft cards, naval letter, separation papers, etc.)

REQUESTS FOR FUNERAL HONORS SUPPORT

1. Requesting Funeral Honors

(a) Active duty. The Region Commander supporting the designated Person Authorized to Direct Disposition of remains will process requests for Navy military funeral honors for a deceased active duty Sailor. The Region Military Funeral Honors Coordinator will ensure that all supporting Commands/Coordinators are provided all relevant information required to support an active duty funeral.

(b) Retirees/Veterans. Funeral Honors will be provided upon request from the Next of Kin (NOK), funeral director, or other authorized representative of the NOK for Retired, Fleet Reserve, Navy veterans, and Merchant Marine or United States Coast Guard veterans that served during World War II. Requests for funeral honors without the consent of the NOK will not be performed.

2. Requests for Chaplain Support. If a NOK of an active duty or Medal of Honor Recipient or their representative requests religious services, the request shall immediately be forwarded to the supporting Region Chaplain. The Region Chaplain will review the level of support and provide amplifying information to the Region point of contact upon assignment. A chaplain shall also be furnished when requested by the NOK of a deceased retiree or veteran (if available).

RECEIPT OF FHS REQUEST CHECK LIST REQUIRED ACTIONS

REGION OFFICE		
1. Upon receipt, verify documentation:		
	a.	Verify the request information is correct and complete.
	b.	Verify proof of Honorable service.
	c.	Inform supporting command there is a request in their AOR (should be done even if proof of service is not immediately available).
2. Contact requestor and confirm:		
	a.	Ceremony location.
	b.	Ceremony date, procession arrival time.
	c.	Flag(s) provided by requestor, and total number to be presented (veteran/retiree funerals only one flag given) (active duty and MoH recipients may have multiple flags).
	d.	If cremation, verify who will have the urn (funeral director, or family member), where the urn will be placed (i.e. pedestal).
	e.	Inquire if chaplain or other clergy will be present.
	f.	If other organizations contacted for funeral honors support (i.e., VSO, National Guard, Bugler), obtain contact information to coordinate participation and responsibilities.
	g.	If firing party assigned from command, verify availability of weapons and rounds to fire three volleys with appropriate personnel.
	h.	Inform requestor of elements that will be provided.
	i.	Inquire if other organizations or orders will be present. If so inform funeral director they will follow military funeral honors.
3. Enter information in database:		
	a.	Enter details of service in HONORS Tracker database, and assign.
4. Task command and Region Chaplain's office (as required)		
	a.	Provide command and Chaplain's office (as required) with service details.
	b.	Confirm participants (primary command).
	c.	Task additional support if necessary (secondary command).

	d.	Verify electronic receipt of acknowledgement, command confirms request.
	e.	Verify in HONORS Tracker event was assigned by command.
5. Upon completion of event		
	a.	Verify AAR submitted and ensure correctness within 5 working days of event.
	b.	Verify reimbursement information is reviewed and processed within 5 working days of event.
	c.	Send letter and survey cards to NOK (two weeks after event).
6. Make notes in the comments section of HONORS Tracker for verifications to include who was talked to, and the date/time. Include other comments as required.		

6 May 2013

RECEIPT OF FHS REQUEST CHECK LIST REQUIRED ACTIONS

RECEIVING COMMAND	
1. Upon receipt, contact Region Office and confirm:	
a.	Receipt of FHS request in HONORS Tracker.
b.	Verify availability of participants.
2. Contact requestor and confirm:	
a.	Ceremony location.
b.	Ceremony date, procession arrival time.
c.	Flag(s) provided by requestor, and total number to be presented (veteran/retiree funerals only one flag given) (active duty and MoH recipients may have multiple flags).
d.	If cremation, verify who will have the urn (funeral director, or family member), where the urn will be placed (i.e. pedestal).
e.	Inquire if chaplain or other clergy will be present.
f.	If other organizations contacted for funeral honors support (i.e., VSO, National Guard, Bugler), obtain contact information to coordinate participation and responsibilities.
g.	If firing party assigned from command, verify availability of weapons and rounds to fire three volleys with appropriate personnel.
h.	Inquire if other organizations or orders will be present. If so inform funeral director they will follow military funeral honors.
3. Coordinate ceremony details:	
a.	Identify funeral honors team, and OIC/POIC. Assign in HONORS Tracker.
b.	Determine distance to ceremony site.
c.	Determine departure and travel time to arrive no later than 45 minutes prior to ceremony time.
d.	Coordinate transportation to and from ceremony site (Optimize use of GOV and carpooling)
e.	Verify proper uniform. (service dress seasonal).
f.	Confirm Bugler or Ceremonial Bugle availability.
g.	Identify Chaplain (as required) and coordinate participation.
h.	Enter details in HONORS Tracker.
i.	Verify confirmation from detail members.
j.	Coordinate with secondary command if assigned.
4. Contact OIC/POIC of funeral honors team and provide:	

	a.	Ceremony details.
	b.	The required FHS OIC/POIC Check Lists.
	c.	Contact information of Chaplain and secondary command (as required).
5. Upon Completion of Event		
	a.	Verify proper completion of event by OIC/POIC.
	b.	Review submitted information, complete AAR in HONORS Tracker. Ensure completed within 72 hours of event.
	c.	Review and submit completed reimbursement claims (DTS). Ensure completed within 72 hours of event.
6. Make notes in the comments section of HONORS Tracker for verifications to include who was talked to and the date/time. Include other comments as required.		

FHS OIC/POIC PRIOR TO CEREMONY CHECK LIST REQUIRED ACTIONS

FHS OIC/POIC		
1. Upon receipt, confirm event specifics:		
	a.	Confirm receipt of request with the command funeral honors coordinator.
	b.	Confirm information with funeral director, or requestor.
Minimum of Twenty-four (24) Hours Prior To Ceremony		
2. OIC/POIC of the funeral honors team completes the following:		
	a.	Immediately report to the funeral honors coordinator or region funeral honors office any changes to manpower or situations that will adversely affect the mission.
	b.	Contact NOK, or representative (funeral director) to confirm time and location of ceremony. Provide your contact information for any last moment changes.
	c.	Contact and brief team members.
	d.	Plan travel route. Maximize use of GOV and carpooling.
	e.	Verify travel schedule, ensure sufficient time to arrive 45 minutes prior.
	f.	Verify and inventory Funeral Honors Fly Away Kit.
	g.	Inventory Ceremonial Bugle and complete Prior to Use Inspection.
	h.	If firing party assigned from command, verify availability of: weapons, rounds to fire three volleys, and transportation of weapons.

FHS PRIOR TO DEPARTURE CHECK LIST REQUIRED ACTIONS

FHS OIC/POIC	
Plan for arrival 45 minutes prior to event time.	
1. OIC/POIC of the funeral honors team completes the following:	
a.	Verify route.
b.	Program GPS.
c.	Verify communications with team members (cell phone/blackberry).
e.	Muster funeral honors team if traveling together. Maximize use of GOV and carpooling.
f.	Conduct uniform inspection.
g.	Take Funeral Honors Fly Away Kit (to include spare flag).
h.	Inspect Ceremonial Bugle Kit and operation of bugle and spare insert. Have spare batteries. Ensure Ceremonial Bugle Kit is taken to the event.
i.	If firing party assigned from Command, verify weapons and number of rounds to complete three (3) volleys per ceremony.
j.	Pick up and inspect transportation (if government vehicle). (For privately owned vehicle, ensure good working order and appearance)
k.	Depart station.

FHS CEREMONY SITE CHECK LIST REQUIRED ACTIONS

FHS OIC/POIC	
Funeral honors team should arrive no later than forty-five (45) minutes prior to ceremony time.	
1. Upon arrival, OIC/POIC completes the following:	
a.	Check in with appropriate administrative representative prior to ceremony.
b.	Determine estimated time of procession arrival.
c.	Receive any additional information.
d.	Locate ceremony site.
e.	Determine from which direction the procession will arrive.
f.	Conduct test on ceremonial bugle and spare insert to ensure both operate properly.
2. Interment Site Inspection:	
a.	OIC/POIC, head casket bearer and firing party head inspect grounds for safe positioning of firing party and bugler in relationship to NOK's viewing.
b.	OIC/POIC and head casket bearer determines stop position of hearse and route from curbside to ceremony site.
c.	OIC/POIC and head bearer inspect ceremony site for safe delivery of remains.
d.	Locate position of participants and next of kin chair (flag recipient).
3. Open Grave Service	
a.	Ground surrounding gravesite is stable.
b.	Lowering device in place and visibly secured with casket rest (braces) in place. ^{1, 2}
c.	Footing secure for casket team to enter over gravesite.
d.	Ample space is given between setup and family chairs for free movement when casket bearers are at the position of pall (or folding of the flag for a two person detail).
e.	All obstacles including vault lids and containers are positioned as not to interfere with free movement of funeral honors detail.
Foot Notes	¹ Services requiring lowering of the remains prior to service. Casket rests (braces) are removed, lowering straps in place and locked. ² Lowering of the remains prior to the service is performed when casket bearers are at the position of pall and prior to religious service if any.

FHS CEREMONY SITE CHECK LIST REQUIRED ACTIONS

FHS OIC/POIC		
4. Urn Services		
	a.	Pedestal in position and stable for placement of the urn.
	b.	Urn vaults (if any) are positioned as not to interfere with free movement of funeral honors detail.
5. Position FHS participants on site:		
	a.	Position all detail members on site to await arrival of procession.
Upon Arrival of Funeral Procession		
6. Greet funeral director and identify NOK to receive the flag		
7. Inspection of Casket		
	a.	Upon procession arrival and prior to start of ceremony, casket is inspected. If leakage is visible and or flag is damaged by the fluids or tearing, the OIC/POIC will advise the funeral director and the following actions are taken prior to continuing: <ol style="list-style-type: none"> 1. Damaged flag is replaced with new pre-folded flag and ceremony is conducted as an urn ceremony with bearer holding flag. 2. In the event of leaking fluid, it is the responsibility of the funeral director for transporting and carrying the casketed remains to the gravesite. 3. Navy casket bearers will position off gravesite in safe viewable location nearest the next of kin. 4. If situation dictates contact Region Program Manager.
	b.	Ensure proper placement and draping of flag upon the casket
8. Conduct rendering of military funeral honors		
9. Upon completion of military funeral honors		
	a.	Police the area
	b.	Pick up shell casings.
	c.	Perform post-service inventory check.
10. Reports		

	a.	FH Lead to complete the AAR in HONORS Tracker within 72 hrs of event.
	b.	Submit reimbursement claims through DTS within 72 hrs of event.
FHS Ceremony Notes		

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CEREMONIAL BUGLE PRIOR TO USE INSPECTION

Ceremonial Bugle Prior to Use Inspection	
Complete the following steps:	
1.	Complete inspection criteria.
a.	Bugle - Intact, clean with no damage
b.	Bugle Insert (quantity: 2) - Intact, no damage
c.	Inert "O" Rings - Intact, no damage
d.	Batteries (two 9 volt per insert, and one spare set) - Charged
e.	Battery Tester (if provided) - Functional
f.	Sanitation Wipes - Available for cleaning mouthpiece
2.	Test Batteries. If batteries are 50% or less, discard and replace with new.
3.	Adjust volume half way. Volume should be adjusted for the appropriate level for the event. Excessive volume may cause distortion.
4.	Switch On/Off switch to ON. Red indicator light is on. No sound is heard. Green indicator light is off.
5.	Press "Play" Button. Green indicator lights, 2 - 5 second pause before sounding of Taps is heard.
6.	Play for 10 - 20 seconds. Ensure sound is clear with no interruptions.
7.	If at any time the red indicator light begins flashing (indicates low battery power) replace the batteries. Repeat test of insert.
8.	Switch On/Off Switch to OFF. Indicator lights (red and green) are off.
9.	When test is complete, place insert in the bugle. Ensure the device is turned ON when at the location of the event to be ready to play at the appropriate time.
10.	After the rendering of funeral honors; Remove Insert. Ensure the device is turned OFF. Stow Insert in the Bugle Case. (Remove batteries if storing for an extended period of time)
11.	Clean mouthpiece.
12.	Stow Bugle in the case.
Note	<p>1. Test both the bugle insert and the spare insert prior to the event for proper operation.</p> <p>2. If any operation of the Bugle fails, replace failed component and re-inspect. Return failed component(s) to Funeral Honors Coordinator or Region Program Office.</p>