



# Department of Defense **INSTRUCTION**

**NUMBER** 1300.15  
October 22, 2007

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USD(P&R)

**SUBJECT:** Military Funeral Support

- References:
- (a) DoD Directive 1300.15, "Military Funeral Support," January 11, 2001 (hereby canceled)
  - (b) Acting Deputy Secretary of Defense Memorandum, "DoD Directives Review - Phase II," July 13, 2005
  - (c) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," October 17, 2006
  - (d) Section 575 of Public Law 106-398, "The Floyd D. Spence National Defense Authorization Act (NDAA) for Fiscal Year 2001," October 6, 2000
  - (e) through (n), see Enclosure 1

## 1. PURPOSE

This Instruction:

1.1. Reissues Reference (a) as a DoD Instruction in accordance with the guidance in Reference (b) and the authority in Reference (c) to assign responsibilities and establish uniform policies for military funeral honors support.

1.2. Provides uniform guidance on the provision of military funeral honors.

1.3. Implements section 575 of Reference (d).

1.4. Implements section 561 of Public Law 107-107 (Reference (e)).

1.5. Implements section 571 of Public Law 107-314 (Reference (f)).

1.6. Implements section 662 of Public Law 109-163 (Reference (g)).

## 2. APPLICABILITY AND SCOPE

This Instruction:

2.1. Applies to the Office of the Secretary of Defense, the Military Departments (including the Military Services), the Coast Guard, the Office of the Chairman of the Joint Chiefs of 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 Department of Defense (hereafter referred to collectively as the “DoD Components”).

2.2. Is not applicable to Arlington National Cemetery which is covered by chapter 24 of title 38, United States Code (U.S.C.) (Reference (h)).

### 3. DEFINITIONS

Terms used in this Instruction are defined in Enclosure 2.

### 4. POLICY

It is DoD policy that:

4.1. A military funeral honors ceremony shall be provided to eligible beneficiaries, upon request. Commanders at all levels must support paying a final tribute on behalf of a grateful Nation to comrades in arms, and must respond expeditiously and sensitively to requests for military funeral support. Rendering military funeral honors reflects the high regard and respect accorded to Military Service and demonstrates military professionalism to the Nation and the world.

4.2. The provision of military funeral honors is designated a total force mission. Active duty personnel and Reserve component members, including members of the National Guard of the United States in title 32 status, may perform this mission.

4.3. Personnel selected for military funeral honors details shall be appropriately trained and equipped for this duty.

4.4. Commanders shall issue travel orders, as required, authorizing personnel to perform military funeral honors details. If a member is required to perform this duty before issuance of orders, availability of funds must be determined before the performance of duty, and confirmatory orders shall be issued.

4.5. Upon request of the next of kin, authorized representative, or authorized funeral director, the regional military funeral honors coordinator will arrange the provision of funeral honors for an eligible beneficiary. The next of kin or authorized representative, through his or her funeral director, should only need to make a single telephone call to request military funeral honors. The parent Service of the eligible beneficiary shall assume full responsibility for the entire process from initial contact to final report of completion. The regional military funeral honors coordinator shall coordinate the request with the funeral director, other Military Services, and other authorized providers, as appropriate.

4.6. Members of the Ready Reserve may volunteer to participate in military funeral honors details or the preparation of military funeral honors as a Federal function.

4.6.1. Such duty shall occur with the consent of the member who may be in a paid or unpaid status.

4.6.2. Pay, allowances, travel, and transportation expense reimbursements, when appropriate, shall be paid from funds appropriated to the Department of Defense or the Service Secretaries and shall be paid in accordance with the applicable provisions of chapters 3 and 7 of title 37, U.S.C. (Reference (i)).

4.6.3. Pay, allowances, and service credit for Ready Reserve members shall be based on the duty category in which the member is performing military funeral honors and/or the preparation of such honors.

4.6.4. Military funeral honors and the preparation of military funeral honors may be performed by members of the Ready Reserve in one of the following duty categories, as described in DoD Instruction 1215.06 (Reference (j)): Active duty other than for training, full-time National Guard duty other than training duty, or funeral honors duty as specified in section 12503 of 10, U.S.C. or in section 115 of title 32, U.S.C. (References (k) and (l), respectively) in the case of members of the Army National Guard of the United States and the Air National Guard of the United States.

4.6.4.1. Members of the Ready Reserve performing military funeral honors in funeral honors duty status may receive service credit under section 12732(a)(2)(E) of Reference (k) and, if authorized by the Secretary concerned, compensation as permitted in chapter 7 of Reference (i).

4.6.4.2. Members of the Ready Reserve performing military funeral honors in funeral honors duty status may be reimbursed for travel and transportation expenses incurred in conjunction with such duty, as authorized in chapter 7 of Reference (i), if such duty is performed at a location 50 miles or more from the member's residence.

4.6.5. Members of the Army National Guard and the Air National Guard may not be ordered to perform funeral honors in any duty status without the consent of the Governor of the state or territory concerned or the Commanding General of the National Guard of the District of Columbia or other appropriate authority of the state, territory, or District of Columbia.

4.7. Military funeral honors support of any kind shall be withheld for any of the following persons, according to section 985 of Reference (k):

4.7.1. A person who has been convicted of a Federal capital crime and whose conviction is final (other than a person whose sentence was commuted by the President of the United States).

4.7.2. A person who has been convicted of a State capital crime and whose conviction is final (other than a person whose sentence was commuted by the Governor of a state).

4.7.3. A person who is found to have committed a Federal capital crime or a State capital crime, as set forth in section 2411(c) of Reference (h), but has not been convicted of such crime by reason of such person not being available for trial due to death or flight to avoid prosecution.

4.7.4. A person who is a veteran, as defined in section 1491 of Reference (k), or who died while on active duty or as a member of a Reserve component, when the circumstances surrounding the person's death are such that to provide honors at the funeral or burial of the person would bring discredit upon the person's Service (or former Service). If a Military Service denies military funeral honors based on this provision, the following actions are required:

4.7.4.1. The decision to deny funeral honors rests with the Secretary of the Military Department concerned or a designee responsible for funeral honors within each Military Service at the general/flag officer rank or Senior Executive Service level or higher.

4.7.4.2. The requesting family member of the deceased veteran or deceased active duty member will be provided a written explanation detailing the decision to deny honors.

4.7.4.3. A copy of the funeral honors denial letter issued by the Military Department will be forwarded to the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)), Attention: Military Funeral Honors.

4.8. The Secretary of Defense may waive all or part of the obligation to render military funeral honors when he or she considers it necessary in order to meet the requirements of war, national emergency, contingency operation, or other military requirements as authorized in section 1491 of Reference (k).

4.8.1. The authority to make such a waiver may not be delegated to an official of a Military Department other than the Secretary of the Military Department and may not be delegated within the Office of the Secretary of Defense to an official at a level below Under Secretary of Defense, in accordance with section 1491 of Reference (k).

4.8.2. Prior to or promptly after granting a waiver under this paragraph, the Secretary of Defense shall provide notice of this waiver to the Committees on Armed Services of the Congress.

## 5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) shall:

5.1.1. Establish policy on the provision of military funeral honors, and direct the Military Departments to develop policies and procedures for performing military funeral honors in accordance with this Instruction.

5.1.2. Ensure that the Defense Manpower Data Center (DMDC) collects and analyzes data on the provision of military funeral honors and maintains information systems for access by veterans, families, and funeral directors for the purpose of assisting them in obtaining military funeral honors. This includes a web site and a toll-free telephone number. There shall be a national and local liaison with appropriate groups and organizations to inform and update them on funeral honors policies and procedures.

5.2. The PDUSD(P&R), under the USD(P&R), shall:

5.2.1. Monitor compliance with this Instruction.

5.2.1. Prescribe annually a daily stipend for volunteer participation in a funeral honors detail.

5.3. The Secretaries of the Military Departments and the Commandant of the Coast Guard shall:

5.3.1. Ensure Military Department policy and guidance are consistent with policy established by the USD(P&R).

5.3.2. Assign regional responsibilities for receiving and coordinating requests for military funeral honors, and establish procedures to ensure compliance with requests for honors. The office with regional responsibilities shall be known as the Regional Military Funeral Honors Coordinator.

5.3.3. Appropriately train military members to perform military funeral honors duties, and ensure a sufficient number of trained military members are available for this mission.

5.3.4. Establish a mechanism for ensuring the quality of military funeral honors ceremonies.

5.3.5. For Military Services, upon request of the next of kin or authorized representative, provide military funeral honors to an eligible beneficiary, consisting at a minimum of the ceremonial folding and presentation of the American flag and the sounding of Taps.

5.3.5.1. The ceremony requires a minimum of two uniformed military members, in addition to a bugler, if available. One of the uniformed military members shall be a representative of the parent Service of the eligible beneficiary, who shall present the flag to the next of kin or other appropriate individual. The Service representative will be designated the military funeral honors detail leader.

5.3.5.2. The Military Services are encouraged to provide elements of honors in addition to those listed in paragraph 4.2. (e.g., a firing party, color guard) and use additional uniformed members or other authorized providers, as defined in paragraph E2.1.1. of Enclosure 2, to augment the funeral honors detail for this purpose.

5.3.5.3. In accordance with section 1588 of Reference (k), the Military Services may provide training to other prospective providers for the purposes of gaining authorized provider status.

5.3.5.4. Further guidance on authorized providers is described in Enclosure 3.

5.3.6. Ensure that military funeral honors details are fully supported with the requisite equipment, transportation, uniforms, and other items necessary to perform the mission and that sufficient funds are budgeted for this purpose.

5.3.7. Provide a bugler, either military or civilian, for the sounding of Taps. Bugler support may be contracted or voluntary. The Military Service responsible for providing military funeral honors shall ensure that there is an active search for a bugler. If none is available, the Service representative may authorize the playing of a high quality recording of Taps on a stereo player or ceremonial bugle and shall ensure that it is available. In general, whereas a bugler sounds Taps in a prominent position, to include a member using the ceremonial bugle, sound systems should be out of sight of the funeral party.

5.3.8. Provide specified data to DMDC on military funeral honors, to include the Reserve Forces. Password-protected Internet access to the required data base is available at [https://www.dmdc.osd.mil/fhdb\\_main.login](https://www.dmdc.osd.mil/fhdb_main.login) and lists the required data.

5.3.9. Ensure proper decorum for military funeral honors including trained personnel, implementation of standardized military funeral honors procedures, dignified, respectful honor guard details, professional dress and appearance, synchronization of movement, and regular quality control of funeral details.

5.3.10. Use consistent wording accompanying the presentation of the flag to the next of kin, in accordance with the respective Service traditions.

5.3.11. Collect standardized data on all military funeral honors rendered, including those provided by authorized providers when these honors were coordinated through the Military Services. Required data elements are listed in the database reflected on the website in paragraph 5.3.8.

5.3.12. Determine procedures for augmenting the two-person military funeral honors details in accordance with respective Service traditions. The Military Services are authorized to provide elements of honors such as, firing parties, pallbearers and color guards in addition to those deemed mandatory, as described in paragraph 4.2. Authorized providers, after receiving authorization status, may render these additional honors for the Military Service.

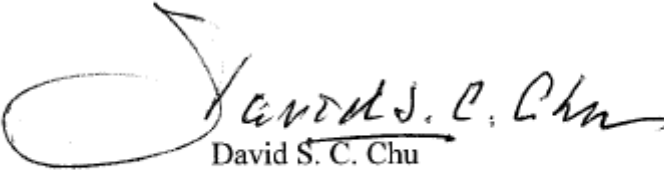
5.3.13. Determine the duty category in which the preparation and the conduct of military funeral honors are performed. In no case may the performance of military funeral honors or the preparation be considered a period of drill or training.

6. INFORMATION REQUIREMENTS

The reporting of military funeral honors data required by subparagraph 5.1.2. has been assigned Report Control Symbol DD-P&R(AR)2089, in accordance with DoD 8910.1-M (Reference (m)).

7. EFFECTIVE DATE

This Instruction is effective immediately.



David S. C. Chu  
Under Secretary of Defense for  
Personnel and Readiness

Enclosures - 3

- E1. References, continued
- E2. Definitions
- E3. Authorized Provider Partnership Program Guidance

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Section 561 of Public Law 107-107, “The National Defense Authorization Act for Fiscal Year 2002,” December 28, 2001
- (f) Section 571 of Public Law 107-314, “The Bob Stump National Defense Authorization Act for Fiscal Year 2003, December 2, 2002
- (g) Section 662 of Public Law 109-163, “The National Defense Authorization Act for Fiscal Year 2006,” January 6, 2006
- (h) Sections 101, 2301, and 5303, and chapter 24 of title 38, United States Code
- (i) Chapters 3 and 7 of title 37, United States Code
- (j) DoD Instruction 1215.06, “Uniform Reserve, Training and Retirement Categories,” February 7, 2007
- (k) Sections 985, 1074a (a)(1)(C), 1491, 1588, 12503, 12552, and 12732 (a)(2)(E) of title 10, United States Code
- (l) Sections 114 and 115 of title 32, United States Code
- (m) DoD 8910.1-M, “DoD Procedures for Management of Information Requirements,” June 30, 1998
- (n) DoD 7000.14-R, “DoD Financial Management Regulation,” Volume 9, chapter 4, Section 0409



E2. ENCLOSURE 2

DEFINITIONS

E2.1. Authorized Providers. 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 United States and who augment the uniformed members of a military funeral honors detail. Authorized providers may include, but are not limited to, veterans' service organizations, members of the Reserve Officer Training Corps, and other appropriate individuals and organizations that support the rendering of Military funeral honors.

E2.2. Authorized Representative. A person chosen by the next of kin to represent them in matters dealing with the loss of the eligible beneficiary.

E2.3. Eligible Beneficiaries for Military Funeral Honors. Deceased active duty personnel and veterans, as defined in section 1491 of Reference (k) and paragraph E2.12.

E2.4. Federal Capital Crime. The term "Federal capital crime" means an offense under Federal law for which the death penalty or life imprisonment may be imposed.

E2.5. Funeral Director. A State-licensed individual responsible for arranging all burial details, to include requesting military funeral honors.

E2.6. Military Funeral Honors. The ceremonial paying of respect and the final demonstration of the country's gratitude to those who, in times of war and peace, have faithfully defended our Nation. The military funeral honors ceremony consists of, at a minimum, the folding and presentation of the American flag and the sounding of Taps by a detail of two uniformed members of the Military Services. At least one of the detail's members shall be from the parent Service of the eligible beneficiary.

E2.7. Regional Honors Coordinator. The military office, as directed by each Military Service, responsible for arranging the delivery of Military funeral honors within a specified geographic region.

E2.8. Service Representative. Uniformed member of the parent Service of the eligible beneficiary who leads the honors detail and presents the flag to the next of kin.

E2.9. State Capital Crime. The term "State capital crime" means, under State law, the willful, deliberate, or premeditated unlawful killing of another human being for which the death penalty or life imprisonment without parole may be imposed.

E2.10. Taps. The traditional lights out musical composition played at military funerals and memorial services. The official version of Taps is played by a single bugle.

E2.11. Under Dishonorable Conditions. For the purposes of determining eligibility for military funeral honors in accordance with Reference (k) and this Instruction, individuals who have at any time been discharged or released from military service with any of the following characterizations of service or under any of the following circumstances, shall be considered to have been discharged or released under dishonorable conditions, and Military funeral honors shall not be provided:

E2.11.1. A dishonorable discharge.

E2.11.2. A bad conduct discharge.

E2.11.3. A dismissal from the Service awarded by courts-martial.

E2.11.4. An under other than honorable conditions discharge.

E2.11.5. An officer resignation for the good of the service in lieu of courts-martial, which results in a discharge characterization of under other than honorable conditions.

E2.12. Veteran. A decedent who:

E2.12.1. Served in the active military, naval, or air service, as defined in section 101(24) of Reference (h) and was discharged or released under conditions other than dishonorable by means of an honorable or under honorable conditions (general) discharge; or

E2.12.2. Was a member or former member of the Selected Reserve, as described section 2301(f) of Reference (h).

E3. ENCLOSURE 3

AUTHORIZED PROVIDER PARTNERSHIP PROGRAM GUIDANCE

E3.1. AUTHORIZED PROVIDERS

Authorized Providers, as defined in E2.1. may:

E3.1.1. Complement a military funeral honors detail by rendering additional elements of honors, such as a firing party, pall bearers, bugler, or color guard.

E3.1.2. Be considered Government employees for the purposes of liability and workers compensation when augmenting a military funeral honors detail in accordance with section 1588 of Reference (k).

E3.2. PROCESS

E3.2.1. In accordance with section 1491 of Reference (k) and subparagraph 5.3.12. of this Instruction, the Secretary of a Military Department and the Commandant of the Coast Guard may include authorized providers in the delivery of military funeral honors. If the Secretary determines that authorized providers will augment a funeral detail, the Department may assist these individuals as follows:

E3.2.1.1. Military funeral honors training, as authorized by Reference (k).

E3.2.1.2. Prior to recognizing an individual as an authorized provider, the Secretary will provide initial training to ensure a professional, dignified, and coordinated delivery of military funeral honors in accordance with the ceremony, standards, and procedures established by the respective Military Service.

E3.2.1.3. The Secretary will provide periodic training for authorized providers, once qualified, in order to maintain professionalism and proficiency in the rendering of military funeral honors.

E3.2.2. In accordance with a Military Department's policy, the Secretary of a Military Department may recognize an individual as an authorized provider of military funeral honors after providing the training required by subparagraph E3.2.1.2.

E3.2.2.1. The Secretary of a Military Department will document the recognition of an individual Authorized Provider.

E3.2.2.2. Documentation may take the form of a certificate or other appropriate record.

E3.2.3. Recognition as an authorized provider is Service-specific. A prospective authorized provider must secure the same status from each Military Service with which he or she desires to participate with unless there is an agreement between Services to accept the other's recognition.

### E3.3. MILITARY DEPARTMENT ASSISTANCE TO AUTHORIZED PROVIDERS

E3.3.1. The Secretary of a Military Department and the Commandant of the Coast Guard may assist authorized providers with obtaining the materiel and equipment required for a professional appearance and delivery of military funeral honors. This may include access to military clothing sales stores or other sources of uniform items in accordance with statutory authorities and Military Service policies.

E3.3.2. The Secretary of a Military Department and the Commandant of the Coast Guard may refer authorized providers to the appropriate point of contact within the Army Materiel Command for the express purpose of acquiring ceremonial rifles and blank ammunition to augment a military funeral detail with a firing party.

### E3.4. REIMBURSEMENT OF EXPENSES

E3.4.1. The Secretary of a Military Department and the Commandant of the Coast Guard has three options pertaining to reimbursement or financial support to authorized providers:

E3.4.1.1. The Secretary may only approve reimbursement to authorized providers for expenses incurred while augmenting a military funeral honors detail if such approval precedes the incurring of any expenses, in accordance with section 1491(d) of Reference (k). Covered expenses must be in direct support of the funeral detail, which include, but are not limited to: fuel (not mileage), parking fees, tolls, public transportation, occasional meals, and other related expenditures.

E3.4.1.2. The Secretary may provide Government transportation instead of the use of privately-owned vehicles.

E3.4.1.3. The Secretary may provide the daily stipend authorized by section 1491(d)(2) of Reference (k) that is designed to defray the costs for transportation and other expenses incurred by the participant, in connection with participation in the funeral honors detail.

E3.4.2. Standard Form 1164 (SF 1164), "Claim for Reimbursement for Expenditures on Official Business," will be used by authorized providers to submit expense claims, in accordance with volume 9, chapter 4, section 0409 of DoD 7000.14-R (Reference (n)). The parent Service of the honored veteran shall be responsible for the processing and payment of the claims of authorized providers.

E3.4.3. In the rare case that a Military Department's approval of a request by an Authorized Provider to augment a Military Funeral Honors detail requires travel that necessitates overnight accommodations, the Military Department must place the authorized provider on invitational travel orders prior to travel.