

U.S. Department of
Homeland Security

United States
Coast Guard



Military Casualties and Decedent Affairs

COMDTINST M1770.9
September 2011



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COMMANDANT INSTRUCTION M1770.9

Subj: MILITARY CASUALTIES AND DECEDENT AFFAIRS

Ref: (a) Reserve Policy Manual, COMDTINST M1001.28 (series)
(b) Personnel and Pay Procedures Manual, PPCINST M2000.1 (series)

1. PURPOSE. This Manual establishes Coast Guard policy and procedures concerning military casualties and decedent affairs.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. No paper distribution will be made. Internet release is authorized.
3. DIRECTIVES AFFECTED. Chapter 11 of the Personnel Manual, COMDTINST M1000.6 (series) is hereby cancelled. The Coast Guard Personnel Manual is being eliminated and reissued as a set of manuals (including this one) which will allow for more expedited review of updates and promulgation of policy changes.
4. DISCLAIMER. This document is intended to provide operational requirements for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. PROCEDURES. No paper distribution will be made of this Manual. Official distribution will be via the Coast Guard Directives (CGDS) DVD. An electronic version will be located on the following Commandant (CG-612) web sites. Intranet: <http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm>, Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal.uscg.mil/delivery/Satellite/CG612>.

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NON-STANDARD DISTRIBUTION:

6. BACKGROUND. This Manual promulgates policy for processing military casualties and conducting decedent affairs for Coast Guard military personnel. These policies were previously contained in Chapter 11 of the Coast Guard Personnel Manual, COMDTINST M1000.6. References to commands and Headquarters offices have been updated to reflect the current Coast Guard organizational structure. Changes to policy in previously issued ALCOAST messages have been incorporated as well as legislatively mandated changes. References to other elements of the legacy Personnel Manual have been updated to reflect the newly promulgated Manuals.
7. DISCUSSION. Citation of the word ‘article’ as used in this Manual is in general terms of reference, e.g. to denote paragraph or section, and is not citing CFR, USC, UCMJ, etc except where so noted.
8. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

10. FORMS/REPORTS. The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CGPortal at <https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.

R. T. HEWITT /s/
Assistant Commandant for Human Resources

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CHAPTER 1 CASUALTIES

1.A. General

1.A.1. Definition

A casualty is broadly defined as a person who:

- a. Has an illness, injury, or wound of a critical or serious nature;
- b. Is missing (including missing in action, interned in a foreign country; or captured, beleaguered, or besieged by a hostile force—a prisoner of war);
- c. Was killed in action or died of wounds, illness, or any other cause.

1.A.2. Reporting Casualties

A personnel casualty report is required when a Coast Guard member, former member within 120 days of separation, retired member, cadet, reservist, dependent, or PHS officer detailed to the Coast Guard dies, becomes seriously ill, or is hospitalized with a condition which could lead to a disability retirement. In cases of illness, injury or wounds, use of the International Classification of Disease (ICD) code(s) is mandatory. Using the ICD code(s) safeguards the sensitive, private nature of these cases and complies with the intent of the Privacy Act to protect the member and/or dependent.

1.A.3. Reporting Requirements

The unit first receiving notification of a casualty prepares a personnel casualty report. The personnel casualty report prepared in accordance with Section 5.A. of reference (b), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series), must be released within four hours of receiving casualty information. (For instructions when death is imminent, see the Physical Disability Evaluation System, COMDTINST M1850.2 (series)).

1.A.4. Continental United States

The term Continental United States (CONUS) as used in this chapter is defined as the contiguous 48 states and the District of Columbia.

1.A.5. Third Party Claims

The Federal Medical Care Recovery Act, implemented by Executive Order 11060 and an Attorney General Regulation, 28 CFR, Part 43, provides the authority under which a claim may be asserted to a third party in personal injury accidents.

1.B. Reporting Procedures

1.B.1. Time Constraints

A report shall be submitted within four hours of the receipt of casualty information by the commanding officer or immediate superior in command of the member who suffers the casualty or by the command or unit receiving initial notification of a casualty occurring to a member while away from the regularly assigned unit.

1.B.2. Addressees on Message Traffic

When any active duty member becomes a casualty at or near the unit to which assigned, the casualty shall be reported by message, if possible, to the commander of the district in which the next of kin resides. Commander, Coast Guard Personnel Service Center (CG PSC-PSD-FS-Casualty), the local district commander; commander, logistics/service centers; and Commanding Officer, Pay and Personnel Center (PPC) shall be information addressees. All parties concerned are reminded that the information contained in these messages contain highly sensitive information and is not for general distribution. Message traffic will be marked For Official Use Only (FOUO).

1.B.3. When Away from Permanently Assigned Unit

When a Coast Guard unit commanding officer learns a Coast Guard member on active duty has become a casualty while away from the assigned duty station, a message report of the casualty shall be forwarded immediately to the commander of the district in which the next of kin resides. Commander (CG PSC-PSD-FS-Casualty), the local district commander, the member's district commander and commanding officer, logistics/service centers, and Commanding Officer (PPC) are information addressees.

1.B.4. Reservists

For a reservist on inactive duty training (drills), the casualty shall be reported in accordance with Chapter 6 of reference (a), Reserve Policy Manual, COMDTINST M1001.28 (series).

1.B.5. Retirees, Dependents, Former Members

The commanding officer of any Coast Guard unit who receives information of the death of a retired member, dependent, or discharged person who dies within 120 days after separation shall verify the fact and notify Commander (CG PSC-PSD-FS-Casualty) in accordance with the casualty report set forth in Section 5.A. of reference (b), Personnel and Pay Procedures Manual, PPCINST M2000.1 (series).

1.B.6. Fleet Home Town News

Fleet Home Town News Center, Norfolk, Virginia, shall be an information addressee on all casualty reports.

1.B.7. Reports Involving Death

Refer to section 5.A. of reference (b), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

1.C. Boards of Investigation

Upon receiving information a member's death resulted from injury or occurred in peculiar or doubtful circumstances, a fact-finding body will be ordered and submit a report to Commandant (CG-094). Since final determination of entitlement to many survivor benefits depends on the Coast Guard clarifying the status of the decedent and the Veterans Administration determining service connection based on investigation reports, convene such a board as expeditiously as possible.

1.D. Missing or Missing in Action

1.D.1. Definition

For this section “missing” is the temporary casualty status of a person whose whereabouts or actual fate is unknown. The person is missing in action when he or she cannot be accounted for after combat or an operation, it has not been determined the member has died, evidence is not available which establishes the person has survived or has been interned in a foreign country or captured, beleaguered or besieged by a hostile force. Such person includes one who is in the active service or performs full-time training duty, other full-time duty, or inactive duty training.

1.D.2. Command Reporting

- a. Reporting Requirements Within Four Hours. Not later than four hours following receipt of information that a person is missing, comply with Article 1.H. of this Manual, modifying report as necessary. Unknown or unconfirmed information in the original message will be so labeled and clarified in supplemental reports. The message shall include a statement of the status of the search or the impracticability of conducting a search.
- b. Follow-On Reports. After the initial report has been submitted placing a person in the status of missing or missing in action and searches are in progress, periodic message reports are required. If it is not feasible to submit such reports for security reasons, they should be submitted as soon as possible. The reports shall furnish extent, progress, and other pertinent information in order that the next of kin may be kept informed. Periodic reports shall be submitted until a final report is sent stating that the organized search has been discontinued and the person has been:
 - (1) Recovered alive and returned to military control.
 - (2) Retained in a missing status. In cases where evidence of death is not conclusive, a report as indicated in subparagraph (3) below shall be submitted to Commander (CG PSC-PSD-FS-Casualty) for review and ultimate determination of status under the Missing Persons Act, as amended.
 - (3) Reported dead, search efforts unsuccessful; e.g., when a person is in a plane which is known to have crashed into the sea or to have been lost overboard and recovery is not possible, evidence of death is conclusive. Although recovery of remains was impossible, the person shall be reported dead.

1.D.3. Inconclusive Evidence of Death

If conclusive evidence of death is not established after the immediate and extensive search and remains are not recovered later, the ultimate determination of status in the missing case is the processing responsibility of Commandant (CG-094). Therefore, a written

report shall be submitted furnishing all available details. The report shall include information as set forth in Section 5.A. of reference (b), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

1.D.4. Conclusive Evidence of Death

Conclusive evidence of death may be considered to exist when information (eyewitness statements, circumstances of disappearance, results of immediate search, and local conditions such as depth of water, temperatures and other climatic conditions, terrain, etc.) immediately overcomes beyond any doubt or logical possibility a missing person may have survived. Such conclusive evidence need not necessarily be predicated on recovering remains since situations may arise in which the remains will never be recovered. If, after an immediate and extensive search, conclusive evidence of death exists, the responsible command has the right and duty to submit a report of death. The date of death will be the date the member became missing unless circumstances indicate subsequent survival. Pay and allowances extend to the date of receipt in Coast Guard Headquarters of evidence conclusively establishing death.

1.D.5. Command Report of Circumstances to Next of Kin

Many factors affect determinations made under the provisions of the Missing Persons Act, as amended; therefore, it is very important for the command to make no promise to the next of kin about the length of time personnel will be listed as missing. The next of kin shall be informed that a full report of the circumstances will be furnished to Commandant (CG-094) for review and final determination of status. On completing this review, the next of kin and the command will be informed of the action taken.

1.D.6. Recovery of Aircraft after Long Lapse of Time

When a Coast Guard aircraft which has been lost is found and the personnel aboard are listed on Coast Guard records as missing or deceased, the command discovering the aircraft wreckage shall ensure that Commander (CG PSC-PSD-FS-Casualty) and Commandant (CG-711) are informed. To avoid the unnecessary distress and criticism which could result from report of erroneous identification, no information on recovery of remains or unofficial information which could lead to identification shall be released without submission of full details and recommendations to the Commandant.

1.D.7. Investigation in the Case of Deserter

Frequently, the next of kin of persons administratively held in the status of desertion petition the Coast Guard to remove the mark of desertion from their records and pay survivor benefits. Unless an investigation is conducted when the absentee disappears and its report is available, it is difficult to reconstruct the circumstances at some later date on which to determine whether the person may have erroneously been reported so, and had in fact died at the time of disappearance or on some later date. Therefore, in unusual cases, such as those where the individual has performed long, faithful service or is

believed to have been happy in the Service and it appears the absence may have been involuntary due to accident, foul play, or illness, an informal, fact-finding investigation shall be made. A report thereof, similar to that required in the case of missing persons, shall be forwarded to Commandant (CG-094). This report shall set forth any pertinent facts and any unusual circumstances brought to light, including statements as to the mental responsibility and last known physical condition of the person; any evidence, opinion, and recommendation as to doubt the person's intent to remain away permanently, and whether or not the member may be considered missing on the basis of the information available.

1.E. Death of Absentees and Deserters

While absence without authority beyond a prescribed period is a basis for administratively declaring a member a deserter, such period of absence does not necessarily establish desertion as such. When no administrative determination of desertion is made in such cases, or when such determination, if made, was erroneous and it is subsequently administratively determined that the member was absent without leave, the Comptroller General has held that in the absence of compelling evidence to the contrary, he or she would not be required to conclude that the absentee was a deserter for purposes of payment of the death gratuity. Therefore, in the case of the death of a member administratively listed as a deserter, the case shall be reported as specified in Article 1.D.7. of this Manual and the report of the investigation of the attendant circumstances shall be forwarded to Commandant (CG-094) for review and determination of line of duty; and recommendation concerning removal of the mark of desertion. In accordance with benefits authorized by 10 U.S.C. § 1481, Coast Guard members administratively declared deserters are not eligible for subject benefits unless returned to military control prior to death.

1.F. Illness and/or Injury

1.F.1. Serious or Critical Injury or Illness, Including Wounded in Action (WIA)

A member is considered seriously ill or injured for purposes of notification of the next of kin when competent medical authority is of the opinion that the patient's physical condition, whether due to disease or injury, has reached a state which seriously endangers life. In case of doubt, it is better to err on the side of notifying the next of kin.

- a. Initial Notification. The commanding officer shall submit an initial notification report, by message, in accordance with Article 1.B. of this Manual. The primary next of kin and Commander (CG PSC-PSD-FS-Casualty) and Commandant (CG-11) will be notified immediately. Notification of additional persons is within the discretion of the commanding officer. Notification of next of kin is to be made in accordance with Article 1.G. of this Manual.
- b. Progress Reports. Progress reports will be sent until the member is out of danger. When the next of kin is residing with or near the patient, subsequent progress reports to secondary next of kin by the commanding officer are within the latter's discretion and depend upon the circumstances (e.g. a reasonable assurance that the next of kin residing with or near the patient will keep the other members of the family informed).

1.F.2. Psychotic or Other Serious Psychiatric Disorders, Major Amputations or Disfigurements, Extensively Diminished Vision or Hearing, etc.

The commanding officer shall report by message in accordance with Article 1.B. of this Manual. Notification of the next of kin will be made in accordance with Article 1.G. of this Manual. In these cases the commanding officer will notify the primary next of kin only, except for married members, when the commanding officer may opt to notify the parents or other nearest adult relative named in the records. Notify by letter unless some critical condition exists which is deemed to justify message notification or there is a possibility the next of kin will learn of the condition unofficially. When a psychosis is involved, in order not to unduly alarm the next of kin, it is recommended that the next of kin initially be informed that the service member is under observation for an emotional illness pending full evaluation of their condition at a hospital particularly equipped and staffed to diagnose the patient's case. It should be assured that the patient is receiving the best possible care and that the next of kin will be informed of any change in condition. When a patient is admitted to a continental hospital, the next of kin will be informed by the commanding officer of the patient's arrival and visiting privileges at such hospital.

1.G. Notifying Next of Kin About a Casualty

1.G.1. Principles of Casualty Notification

- a. Completing BAH Dependency Data Report, Form CG 4170A, Designation of Beneficiaries & Record of Emergency Data, Form CG-2020D, SGLI Election and Certificate, SGLV-8286, and (if the member has a spouse) SGLI Family Coverage Election, SGLV-8286. Proper notification to the appropriate next of kin of a member of the Coast Guard who becomes a casualty is directly dependent upon completion of these forms. It is critical for all personnel to keep these documents current.
- b. Definitions. This Article contains the instructions considered necessary to provide complete coverage of the very sensitive, extremely important responsibility of notifying next of kin of Coast Guard personnel casualties. For the sake of clarity and to avoid repetition of certain words or phrases, these definitions apply.
 - (1) Primary Next of Kin. The primary next of kin is a legal spouse; if no spouse, then the eldest child over the age of 21; if no child over the age of 21, then the father or mother; if none of these, then brothers or sisters, or some other blood relative or friend, in that order. When parents live together, the father is the primary next of kin; when separated or divorced, use discretion in selecting the one to ask for disposition instructions for remains; the parent having custody of the service member when he or she entered the Service and the information given on enlistment papers and the forms listed in subparagraph a. above are factors to consider in making this decision. In disposing of remains, sons of legal age take precedence over daughters of legal age and brothers over sisters.
 - (2) Secondary Next of Kin. Secondary next of kin are individuals who also shall be notified of casualty status, including any child of the service member who does not reside with the primary next of kin (in case of a minor, notify the adults with whom the child resides) and parents (both, if living separately). If neither child nor parent is listed, any other near relative named on the Designation of Beneficiaries & Record of Emergency Data, Form CG-2020D, and SGLI Election and Certificate, SGLV-8286 may be considered a secondary next of kin.
 - (3) Message. The term message (military usage) means telegram (commercial usage).
 - (4) Report of Delivery. Report of delivery is the reply furnished the originator of casualty notification messages by the agency making delivery.

1.G.2. Responsibility for Notification

If a casualty occurs, the district commander in whose jurisdiction the next of kin resides is the action addressee of the casualty report and notifies the next of kin.

1.G.3. Method of Notification

- a. Casualties in Combat. The next of kin of Coast Guard personnel who are reported deceased, missing, seriously or critically ill or injured in combat, and those wounded in action who require admission to a hospital or corresponding field activity will be notified by a personal contact by a member of the Uniformed Services. Notify Commander (CG PSC-PSD-FS-Casualty) by telephone as soon as possible after personal notification has been completed and confirmed by message. Commander (CG PSC-PSD-FS-Casualty) will send a confirming notification telegram to the next of kin after being informed that the next of kin has been personally notified. Under no circumstances will initial notification be made by telegram.
- b. Casualties from Other than Combat Causes. Whenever practicable, the notification shall be made in person. The next of kin should be advised of available details concerning the casualty which are deemed appropriate. No reference of an unfavorable nature shall be made concerning line of duty or misconduct status, nor shall details be included which would be likely to aggravate the distress of the next of kin. In the case of deceased personnel, the next of kin's wishes as to the disposition of remains should be ascertained. The next of kin should be fully advised regarding funeral expenses payable by the Coast Guard. In case of missing personnel, the next of kin shall be advised of the circumstances surrounding the disappearance, the search being made, and whether or not the search is being continued.

1.G.4. Personal Notification

The individual delegated to personally contact the next of kin also advises the next of kin, to the extent possible, of the rights, benefits, and privileges to which they may be entitled as a result of the member's death. The delegate offers condolences on behalf of the Coast Guard and should, among other things, advise on funeral arrangements, military honors, when requested, discontinuance of dependents' allotments and allowances, and other emergency matters deemed appropriate.

1.G.5. Telegram Notification

If circumstances do not permit personal notification, casualty information, except for combat casualties, may be sent to the next of kin by telegram. For notification of casualties occurring in combat, refer to Article 1.G.3.a. above. Request a report of the delivery of the telegram from the carrier. In case of death, when the remains are available to be returned to the primary next of kin, two messages shall be used to make notification to the primary next of kin. The initial message to the primary next of kin shall contain only the date, place and time of death, and a brief of the circumstances of death together with appropriate condolences and details as to how to contact the sender of the message for additional information or in connection with any special requests. When remains are not recovered or when it does not appear that positive identification of recovered remains can be established, only an initial message shall be sent to the primary next of kin. When it becomes necessary to notify the next of kin by telegram, include Commander (CG PSC-

PSD-FS-Casualty) as an information addressee. Suggested phraseology for telegram notification is provided in Enclosure (7) of reference (b), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)

1.H. Commanding Officer's Letter to Next of Kin Relating Circumstances of Casualty

1.H.1. Letter Notification within 48 Hours

In all cases of death or of missing personnel (except as specified in Article 1.H.5. of this Manual and in cases of serious or critical illness or injury, as appropriate), commanding officers shall write a letter to the spouse and parents or other applicable persons within 48 hours of the casualty occurrence. Should unusual circumstances preclude compliance within 48 hours, send the letter(s) at the earliest practicable date.

1.H.2. Facts to Include

The commanding officer's letter should contain sufficient facts about the incident, searches, or medical care, as applicable, to satisfactorily answer all immediate questions in the minds of the next of kin (except as specified in Article 1.H.5. of this Manual). If for any reason this cannot be done when the letter is prepared, explain the situation to the next of kin and send the supplemental information as soon as it becomes available or upon completion of the investigative report. Exercise care, however, to ensure that the information given corresponds to the findings of any court or board that may be convened, but the fact that a court or board is to investigate the case should not delay this communication, as it is important to give the circumstances connected with the occurrence, so far as definitely are known. In cases where cause of death, responsibility therefore, or other pertinent factors have to be established by review and evaluation of the report of the investigation of the attendant circumstances by Commandant (CG-094), the next of kin may be so informed and any inquiries or complaints may be referred to the Commandant for information and further reply.

1.H.3. Once Searches Have Been Terminated

When searches for personnel in a casualty status are conducted, do not advise the next of kin that the searches have been terminated inasmuch as this allows possible misinterpretation. Suggested phraseology for this notification is contained in Enclosure (7) of reference (b), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

1.H.4. Personal Consideration

This communication should be in language which conveys personal consideration for the next of kin, but extreme caution must be exercised to avoid the creation of any impression in their minds that the information furnished is inconsistent with the facts. The letter should convey warmth and a genuine interest in the person to whom it is addressed. In addition, an offer to be of assistance, if suitable to the situation, will reassure the relative of the Coast Guard's interest. The letter also may contain information concerning the disposition of personal effects, automobile, or will.

1.H.5. During Hostilities or International Incidents

During hostilities or in the case of international or other applicable incident, records of personnel missing in action will be treated as FOR OFFICIAL USE ONLY until the individual is determined dead or returned. Do not publicly disclose significant details, including biographical data. Missing in action notification only will be made to the primary next of kin and will disclose no information other than the fact that the member is missing. No letter of circumstances will be addressed to the next of kin from the command. The next of kin will be informed by the officer making the personal notification and/or by Commander (CG PSC-PSD-FS-Casualty) that this is to protect the member since disclosure of information as to duty station, area, and/or circumstance of missing status may adversely affect the member's safety and well being. The next of kin also will be informed that any disclosures on their part could adversely affect the safety and well being of the service member as well as endanger security.

1.I. Definitions, Classifications, and Nomenclatures to Use in Collecting and Reporting Battle Casualty Statistics

1.I.1. Battle Casualty

A battle casualty is a person lost to his or her organization due to death, wound, missing, capture, or internment provided such loss is incurred in action. "In action" characterizes the casualty status as having been the direct result of hostile action, sustained in combat and related thereto, or sustained in going to or returning from a combat mission provided the occurrence was directly related to hostile action. However, injuries due to the elements or self-inflicted wounds are not considered as sustained in action and are thereby not reported as battle casualties.

1.I.2. Wounded in Action (WIA)

Use the term "wounded in action" to describe all battle casualties other than "killed in action" who have incurred a trauma or injury due to external agent or cause. Thus, broadly used it encompasses all kinds of wounds and other injuries incurred in action, whether the wound pierces the body, as in a penetrating or perforating wound, or not, as in a contusion; all fractures; burns; blast concussions; all effects of gases and like chemical warfare agents; and the effects of exposure to radioactive substances. Battle casualty reporting of the wounded in action will be limited to (but include all) those who require admission to a hospital or corresponding field activity or who die of their wounds after reaching any medical treatment facility. It should be noted that the "wounded in action" category includes "died of wounds received in action," but excludes "killed in action."

1.I.3. Died of Wounds Received in Action (DOW)

Use the term "died of wounds received in action" to describe all battle casualties who died of wounds or other injuries received in action, after having reached any medical treatment facility. It is essential to differentiate these cases from battle casualties found dead or who died before reaching a medical treatment facility (the "killed in action" group). It should be noted that reaching a medical treatment facility while still alive is the criterion. The fact death occurs before submitting a battle casualty report does not constitute a basis for considering such a case "killed in action." Count all cases of "died of wounds received in action" also as "wounded in action."

1.I.4. Killed in Action (KIA)

The term "killed in action" describes battle casualties who are killed outright or died of wounds or other injuries before reaching any medical treatment facility. This provides an objective basis to distinguish between these and a "died of wounds received in action" case since it is often impossible to determine whether deaths in combat were not instantaneous. Do not include "killed in action" cases in the "wounded in action"

category.

1.I.5. Missing in Action (MIA)

This term describes all battle casualties whose whereabouts or actual fate cannot be determined and who are not known to be in an unauthorized absence status; e.g., desertion or absence without leave.

1.I.6. Captured (CPTR)

This term will be used to describe all battle casualties definitely known to have been taken into custody of a hostile force as a result of and for reasons arising out of any armed conflict in which Armed Forces of the United States are engaged.

1.I.7. Interned (ITD)

This term describes all battle casualties known to have been taken into custody of a non-belligerent foreign power as the result of and for reasons arising out of any armed conflict in which Armed Forces of the United States are engaged.

1.I.8. Beleaguered and Besieged

This term describes surrounded units of members rather than individuals. The dependents of persons in these categories will be provided for under the provisions of the Missing Persons Act.

1.J. Releasing Casualties' Names for Publication

1.J.1. Outside the Continental United States

Names of casualties will not be released for publication by newspapers, radio, or other means of public information by any command, wherever located, prior to a lapse of ten hours after release of the notification of the next of kin. In cases of multiple casualties when notification to the next of kin of all persons involved will be delayed due to lack of information or identification of some individuals, partial release of the names of casualties for publication may be made by the operational commander at his or her discretion. For the beginning of the ten-hour interval which must expire prior to release of names of casualties for publication, commands outside the United States are directed to use the date-time group of the message stating that the next of kin has been notified.

1.J.2. Within the Continental United States

- a. Accidents Involving Military Personnel Having Occurred Within Coast Guard and Other U. S. Armed Forces Installations, CONUS. In all cases of accidents within the confines of Coast Guard and other U. S. Armed Forces installations within the CONUS:
 - (1) Public release of names and addresses of killed or injured military personnel may be withheld until such time as the next of kin can reasonably be expected to have received the official notification of the accident.
 - (2) Every effort should be made, however, to release such names and addresses, simultaneously with, or as soon thereafter as possible, the release of the accident news itself, so as to remove or lessen the anxiety of relatives of other personnel on the installation.
- b. Accidents Involving Military Personnel Having Occurred Outside Coast Guard and Other U. S. Armed Forces Installations, CONUS. In all cases of accidents outside the confines of Coast Guard and other U. S. Armed Forces installations within the CONUS:
 - (1) If military personnel are in accidents involving civilian or military automobiles, trains, commercial or private airplanes, or any other types of accidents with the exception of those specified in Article 1.J.2.b.(3) of this Manual, release the names and addresses of the personnel immediately on identification.
 - (2) If the accidents involve military airplanes which crash in or on the borders of cities or towns or which cause civilian casualties or appreciable damage to property; that is, if there has been a major invasion of the civilian domain, release the names and addresses of the military personnel immediately on identification. If classified equipment is involved, observe normal security precautions with respect to the equipment.

- (3) If the accidents involve military airplanes which crash in localities remote from populated areas, involve no civilian casualties, and cause no appreciable property damage; that is, if there has been no major invasion of the civilian domain, withhold names and addresses of the military personnel until such time as the next of kin can reasonably be expected to have received official notification of the accident.
- c. During Hostilities or in the Case of International or Other Applicable Incident. When personnel are reported missing in action, do not publicly disclose names of personnel casualties or significant details. (See Article 1.D. of this Manual)
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1.K. Disposing of Casualties' Personal Effects

1.K.1. General

Personal effects are articles having an intimate relation to the owner, including:

- a. Coast Guard owned special clothing and equipment;
- b. Uniform clothing;
- c. Money;
- d. Negotiable and non-negotiable instruments (bonds, checks, wills, deeds, etc.);
- e. Miscellaneous articles of intrinsic, sentimental, and utilitarian value (jewelry, fountain pens, cameras, medals, etc.); and
- f. Perishable items (tobacco, food, beverages, etc.)

1.K.2. Deceased Personnel

- a. General. The commanding officer shall, upon the death of any military person under his or her command, cause all the personal effects of the decedent, including money, clothing, personal papers, and miscellaneous articles of intrinsic, sentimental, and utility value, to be collected and inventoried except in those cases where the member occupies Government quarters or rental housing and the widow or widower requires no assistance. If the next of kin or other persons have knowledge of some personal belongings of the decedent having been left at previous duty stations, lockers ashore, etc., the commanding officer shall cause an investigation to be initiated to locate such belongings and have them forwarded to the next of kin, or to ascertain their disposition. In the event of the simultaneous death of a Coast Guard member and his or her spouse, as in an automobile accident, the commanding officer shall cooperate with any surviving relatives of the deceased and the civil authorities to protect the property of the deceased occupying local civilian or Government rental housing.
- b. Inventory Board. The commanding officer shall appoint, orally or in writing, an inventory board consisting of two members, one of whom is a commissioned officer, unless impractical. The inventory board will remove from the personal effects any classified matter, indecent material, and any articles likely to injure personnel. The material so removed will not be recorded on the inventory and will be disposed of in such manner as may be approved by the officer who appointed the board. Perishable items (tobacco, food, and beverages) found among the personal effects will be sold at public auction by the commanding officer or officer-in-charge first receiving the personal effects from the inventory board. Government property found in such effects will be recovered immediately for the Government by the commanding

officer or officer in charge. The inventory will be recorded on Personal Effects Inventory and Disposition, Form CG-3853. It will consist of an original and three copies, duly attested and signed by the members of the board and by the officer who appointed the board.

- c. Disposition of Personal Effects Inventory and Disposition, Form CG-3853. Copies of Personal Effects Inventory and Disposition, Form CG-3853, will be distributed in accordance with the instructions in Section 5-A. of reference (b), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series). When the next of kin, heir, or legal representative cannot be determined or located, the effects, other than money, together with remaining copies of Personal Effects Inventory and Disposition, Form CG-3853, and copies of correspondence relating to search for the next of kin, will be shipped to the Coast Guard Supply Center, Baltimore, Maryland, for disposition.
- d. Authority for Disposition of Personal Effects. Except in questionable cases, the deceased's commanding officer shall control the release of the personal effects to the next of kin without prior approval from Commander (CG PSC-PSD-FS-Casualty). Under no circumstances will soiled or unlaundered garments be delivered or shipped to the next of kin prior to cleaning and pressing or laundering and ironing.
- e. Disposing of Money Found in Personal Effects or Derived from the Sale of Perishable Personal Effects. When the next of kin, heir, or legal representative is known, send money found in the personal effects or derived from selling perishable personal effects (tobacco, food, and beverages) to the next of kin, heir, or legal representative either by check or registered mail. When the next of kin, heir, or legal representative cannot be determined, deposit such moneys to the credit of account symbol 20X6133, Payment of Unclaimed Moneys (T), as prescribed in the Accounting Manual, COMDTINST M7300.4 (series). Show the owner's name on the pertinent accounting documents.
- f. Shipping Personal Effects to Next of Kin, Heir, or Legal Representative. Personal effects of deceased personnel may be shipped at public expense. When personal effects include money, negotiable instruments, or articles of value, send these items separately by registered mail accompanied by a copy of a letter of advice with a description of the items shipped, the registry number of the shipment, and the pertinent data shown on the Personal Effects Inventory and Disposition, Form CG-3853. Send the original of the letter to the consignee under separate cover.
- g. Other Personal Effects. Hold privately owned vehicles, mobile homes, boats, or household goods at the custodian unit and coordinate their disposition with the local transportation officer.
- h. Determining Next of Kin, Heir, or Legal Representative of Owner. If no duly appointed legal representative of the owner of the personal effects demands them from the Coast Guard, determine the owner's next of kin or heirs on this basis:

- (1) Personnel records.
- (2) Other documents applicable to the case.
- (3) 10 U.S.C. § 2771 prescribes the precedence of the next of kin or heirs to whom the personal effects may be delivered; namely, to the widow or widower, or if none, then to a child or children. If there are no widow, widower, or descendants, then to the parents equally; if either the father or the mother is dead, then to the one surviving.
- (4) If there are no widow, widower, child, father, or mother, then to the brothers and sisters and children of deceased brothers and sisters. However, regard such determination as administrative rather than legal, as the determination does not vest title to effects in the next of kin, heirs, or legal representative to whom the effects are delivered. Therefore, delivering the personal effects to other than the owner will be the subject of an advisory note written on a copy of the inventory or in a letter. The advisory note appears in reference (b), Personnel and Pay Procedures Manual, PPCINST M1000.2 (series).

“Delivery of the personal effects into the custody of other than the owner thereof, by the United States Coast Guard, does not in any way vest title to the effects in the recipient. Delivery of the effects to the recipient is made so that distribution may be made in accordance with the laws of the State in which the owner of the effects was legally domiciled or to restore the effects to the owner in the event of their return from a missing status.”

When it is impracticable to divide the personal effects of deceased persons into equal shares and two or more persons within a class, as provided in 10 U.S.C. § 2771, are entitled to receive the effects or a share of the effects, but cannot agree among themselves as to which one of them shall receive the effects, then all of the effects may be delivered to one such person and other persons in the class concerned may be advised the name of the person to whom the effects were delivered. When doubt arises as to the person, other than the owner, who may be entitled to the personal effects, commands concerned will request Commandant (CG-094) to make or to obtain a determination of the next of kin, heir or other person entitled to receive the personal effects. Personal effects will not be shipped to the next of kin prior to official notification regarding the status of the original owner of the effects.

- i. Claims for Moneys Deposited to Account Symbol 20X6133, Payment of Unclaimed Moneys (T). Claims for money found in the personal effects of persons deceased and for the proceeds of the sale of such effects, when personal effects are sold, may be filed by the next of kin, the heir, or the legal representative of deceased Coast Guard personnel at any time prior to the expiration of five years from the date of discovery of the money in the effects or the date of the sale of the effects. Send claims to Commandant (CG-84).

1.K.3. Captured or Missing Personnel

The effects of persons captured or missing shall be collected, inventoried, and disposed of in the same manner as provided by Article 1.K.2. of this Manual.

1.K.4. Personnel Incapacitated Physically or Mentally

If any Coast Guard member becomes mentally or physically incapacitated under such circumstances as to render it impractical for them to care for their personal effects, the commanding officer shall cause such effects to be collected and inventoried as specified in Article 1.K.2. of this Manual and held in appropriate safekeeping until the owner's recovery or transfer. One copy of the inventory shall be retained by the commanding officer, a second copy shall be kept with the effects, and the third copy shall be sent to Commander (CG PSC-OPM) or (CG PSC-EPM), for filing in the disabled person's Personnel Data Record. If the patient is transferred, the effects with the second copy of the inventory shall accompany him or her in care of the attendant, and a statement of the disposition of the effects shall accompany the transfer papers.

CHAPTER 2 DECEDENT AFFAIRS

2.A. Primary Funeral Expenses

2.A.1. Active Duty Members

Primary funeral expenses for active duty members of the Coast Guard are authorized for the preparation and encasement of remains at government expense. Transportation of remains is authorized at government expense and covers the cost to transport the remains from one city to another, either by hearse, rail, or air, with no dollar limitation. Cost of destination transportation of eligible decedents to a funeral home and a local cemetery (or crematory) at government expense is authorized. This expense is not chargeable under secondary funeral expense. The responsible officer shall endeavor to assume custody of the body and arrange for preparation and encasement on contract. In cases when death occurs at or near a Coast Guard activity not having a contract for the care of the dead, other government contracts shall be utilized whenever available. Payment of primary funeral expenses does not preclude payment of authorized secondary funeral expenses.

2.A.2. Proposals on Contracts

When there is no existing contract, obtain proposals from three undertakers for the applicable services required incident to preparation and encasement. When multiple bids have been received and the lowest bid exceeds government contracts, expenditure of an amount equal to the accepted bid is authorized. If it is impracticable to secure more than one proposal, a contract may be made with an available undertaker not to exceed government contracts. If standard government specifications cannot be obtained from the available undertaker without exceeding government contract limitations, the cognizant district commander or commanding officer of a Headquarters unit may authorize acceptance of the services of available undertaker at costs in excess of government contracts after ascertaining that such arrangements are the most advantageous to the government under the circumstances.

2.A.3. Supervisor Responsibilities

The officer supervising the preparation of remains shall determine by final inspection in each instance that embalming, cleansing, shaving, and dressing of the body have been properly performed, and the clothing and encasement meet the requirements of the occasion. In no instance shall a body be released for shipment until the inspecting officer is satisfied it is so preserved that it may be reasonably expected to reach its destination in proper condition.

2.A.4. Preparing the Body

Each body shall be dressed in clean, presentable, and complete uniform (except for cap and shoes) of the proper grade or rate. When a body is sent to the undertaker for

embalming and further disposition, send with it a uniform and other necessary clothing, if available and if suitable for burial or if necessary, obtain new clothing.

2.A.5. Reimbursing Funeral Expenses

When available Coast Guard services are refused and the relatives take charge of the remains, or if a relative or other person has already concluded arrangements with an undertaker, all parties concerned should be advised that reimbursement by the Coast Guard for the expense of preparation and encasement may be made by allowing the amount these services would have cost if provided by a funeral director under an Armed Forces contract or if such contract services are not available, reimbursement may be made in an amount equal to the cost but not to exceed \$1,750.

2.B. Secondary Funeral and Burial Expenses

2.B.1. Interment in Private Cemetery

In addition to preparation, encasement, and transportation of remains at government expense, further expenses of funeral and burial may be allowed not to exceed \$3,100 when interment is made in a private cemetery. These shall include the usual and customary services, such as hearse hire, transportation for immediate relatives to cemetery, undertaker's services, clergyman's services, cost of single grave site, opening and closing of a grave, etc. If the remains are consigned to a funeral director prior to interment in a national cemetery, an amount not to exceed \$2,000 may be allowed. If the remains are shipped directly to a national cemetery, an amount not to exceed \$110 may be allowed. When interment is in a national cemetery the applicable amount allowed is for services not duplicating those furnished by the government. (Normally the services furnished by the government are limited to the grave site, its opening and closing, and at some locations, chaplain's services.)

2.B.2. Contract Undertaker Unavailable

When death occurs at a place where a contract undertaker is not available and interment is made locally, the applicable secondary allowances as set forth in Article 2.B.1. above may be allowed in addition to the expense for preparation and encasement authorized by Article 2.A.2. of this Manual.

2.B.3. Local Contract Undertaker

When the government pays primary expenses through a local contractor and remains are delivered to the family in the same city for private interment, the secondary expenses specified in Article 2.B.1. of this Manual may be allowed except for items which duplicate expenses already incurred.

2.B.4. Memorial Services

When memorial services are held for members declared dead, (body not recovered), an amount not to exceed \$1,390 may be allowed.

2.C. Invoices for Initial and Secondary Funeral Expenses

An itemized bill for initial and secondary funeral expenses should be forwarded to the applicable district commander or commanding officer of a Headquarters unit for payment in accordance with the Decedent Affairs Guide, COMDTINST M1770.1 (series). If there is a question of legality or propriety of payment, invoice and supporting documents should be referred to Commander (PSC-PSD-FS-Casualty).

2.D. Cremating Remains

Arrangements for cremation of remains may be made by the Coast Guard only when specifically requested by the next of kin, provided the total cost of the primary expenses does not exceed the allowance of \$400. The expenses of cremation when ordered as above will be covered by emergency requisition approved in advance by the district commander. Transportation of cremated remains to the place designated by the next of kin may be allowed as an additional expense. The cost of cremation of remains, when incurred by the family, may be allowed as a proper item of expense within the limits of either the primary or secondary allowance

2.E. Retired or Former Members

2.E.1. Exceptions

The Coast Guard can pay no part of the charges for preparing, encasing, and shipping the bodies of retired or former service members except in the case of:

- a. Their death.
- b. Retired members hospitalized during periods of extended active duty who continue as patients in United States Government hospitals to the date of their death.

2.E.2. Veterans Administration's Allowance

The Veterans Administration makes an allowance of an amount up to \$300 toward the funeral expenses of an honorably discharged or retired veteran of any war and personnel retired on account of physical disability. In addition, in the case of an eligible veteran not buried in a national cemetery, an amount up to \$150 may be paid on a plot or interment allowance. In any case in which a veteran dies as the result of a service-connected disability, a sum not to exceed \$1100 is allowed for burial and funeral expenses. This expense is in lieu of the foregoing expenses. Retired military personnel and former military personnel whose last separation from service was under honorable conditions are entitled to interment in a national cemetery, provided the remains are delivered to the cemetery properly encased.

2.F. Funeral Flags

2.F.1. Military Personnel Who Die While on Active Duty

District commanders, commanders of logistics/service centers, and commanding officers of Headquarters units are authorized to issue the national ensign (U. S. National Ensign #8, cotton) to accompany the remains of Coast Guard military personnel who die on active duty. A national ensign shall be included whether burial is made in a private or a national cemetery. The national ensign shall be enclosed in a suitable canvas bag or sack and securely attached to the casket, or placed inside the shipping box, in which case the box shall be labeled "NATIONAL ENSIGN INSIDE" or the consignee otherwise notified. At activities where national ensigns are not carried by the supply department, they may be obtained, as required, from the Veterans Administration by application to the postmaster at any county seat post office or any other post office designated by the Veterans Administration. When national ensigns are procured in this manner, application for their replacement will be made to the United States Coast Guard by the Veterans Administration.

2.F.2. Retired and Former Coast Guard Military Personnel

A national ensign, with which to drape the casket of retired and former Coast Guard personnel discharged under conditions other than dishonorable, may be obtained upon application to the postmaster at any county seat post office or any other post office designated by the Veterans Administration. Reimbursement will not be made by the Veterans Administration for national ensigns privately purchased by relatives, friends, or other persons, nor will national ensigns be issued to undertakers, organizations, or individuals to replace those loaned or donated by them.

2.F.3. Presentation to Parents of Deceased Service Members Who Die on Active Duty

- a. Authority. Public Law 91-397 provides for presentation of a national ensign (of equal size to the national ensign described in Article 2.F.1. above) to the parent or parents of military personnel who die while on active duty eligible for Coast Guard decedent affairs program benefits if the next of kin is other than the parent or parents of the decedent.
 - b. Presentation. An additional U. S. national ensign shall be issued to the escort for the remains for presentation to the parent or parents at the funeral services. If the parent or parents do not attend the services, the national ensign shall be returned to the district commander for disposition. Appropriate exceptions to this may be made by district commanders or commanding officers of Headquarters units.
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2.G. Escorts

2.G.1. When Requested

One escort may be provided to accompany to the place of burial the body of one who dies while on active duty in the Coast Guard or while performing training duty or authorized travel thereto or there from. The escort may be a relative, a civilian friend of the deceased, or a Service person. An escort need not be furnished unless the next of kin specifically requests one.

2.G.2. Equivalent Grade or Rate

The escort, if in the Service, shall be of a grade or rate as near the equivalent of that of the deceased person as may be practicable and, when possible, should be a friend or associate of the deceased. The escort shall accompany the remains in transit and shall be responsible for safe delivery to destination. Orders to escort shall specifically instruct the escort to attend the funeral and burial service unless such attendance is contrary to the wishes of the next of kin. After the burial services, the escort shall proceed in accordance with his or her orders. Care will be exercised that personnel selected for escort duty shall be of such character and appearance as to reflect credit upon the Service. For per diem allowance, refer to the Joint Federal Travel Regulation (JFTR), Vol. 1, Chapter 7, Part I, U7250.B.

2.G.3. Civilian Escort

As the law provides for an escort of only one person, when a civilian accompanies the remains as escort, a Service escort shall not be detailed. In addition to transportation, a civilian escort is entitled to a per diem allowance in lieu of subsistence allowance. The per diem allowance shall be authorized in accordance with Federal Travel Regulations. Invitational Travel Orders shall be issued to the escort in accordance with Invitational Travel Orders, COMDTINST 12750.3 (series), covering the travel involved and when applicable to include a stopover period of not to exceed three days at burial point and specifying the per diem. The unit issuing the orders to the civilian escort shall prepare a travel voucher to cover the travel expenses of the escort which shall be forwarded, with two certified copies of the travel orders, to Commanding Officer (PPC) for settlement.

2.G.4. From Points OUTCONUS

When remains are returned to CONUS from points outside CONUS, an escort to the port of entry is not required or authorized, except a dependent of the deceased who is overseas and entitled to transportation to CONUS may act as escort. When a dependent does not accompany the remains from overseas and proceeds to place of burial, the commander of the district in which the port of entry is located arranges for an escort to final destination as in other cases. A relative or friend acting as escort may travel at government expense from the proposed place of burial to the port of entry and then accompany the remains to the place of burial. Escorts for remains going overseas may go only to the port of

departure or embarkation. A military escort may be assigned to accompany the remains outside the CONUS if Armed Forces representatives or other U. S. Government officials are not available to receive or transfer remains or otherwise guarantee safe transportation of remains; except that no escort shall be considered necessary under this provision if the delivery point is within the U. S. territory.

2.G.5. Transportation of Escort

An escort may be used when air freight and escort are both requested by the next of kin. The escort may travel on the same plane with the remains or separate transportation may be arranged. If separate transportation is arranged, the flight of the escort should be arranged so that the escort can meet the remains when they arrive at the airport.

2.H. Transporting Remains

2.H.1. Special Transportation Requirements

- a. Remains of persons who have died of contagious or communicable diseases shall be placed in hermetically and permanently sealed metal caskets.
- b. Special permission of health authorities at the place of disinterment and at the destination must be obtained before remains may be disinterred and transported to another locality. Disinterred remains shall be enclosed in metal or metal-lined boxes which shall be hermetically sealed. Bodies in a receiving vault, when prepared by licensed embalmers, shall not be regarded as disinterred bodies until after the expiration of 30 days.
- c. A transit permit and a transit label issued by the proper health authorities shall be required for each body transported by common carrier.

2.H.2. Authorized Transportation Modes Inside CONUS

Shipment of remains of deceased personnel shall be made in accordance with the Coast Guard Personal Property Transportation Manual, COMDTINST M4050.6 (series).

- a. By Rail as Baggage. In most parts of the CONUS, remains may be transported as baggage on presenting two passenger tickets. Two first-class adult tickets are required if no escort is used. When an escort is used, one first-class ticket is used for the remains and one for the escort. The deceased's personal effects up to 150 pounds may accompany the remains at no extra cost. Shipping personal effects in excess of 150 pounds should be made in accordance with Article 1.K. of this Manual. The separate Request for Transportation for the escort should include a round trip if return is by rail. Transporting remains as baggage should not be used when vehicular transfer at a junction point is required unless an escort accompanies the remains or the Service arranges for or provides the vehicular transfer.
- b. By Railway Express. Normally, escorted remains should not be transported by railway express. However, in some instances the use of express service may be desirable because of the unavailability of baggage service. Baggage of the deceased not to exceed 150 pounds may be forwarded with the remains at no extra charge. Shipment of personal effects in excess of 150 pounds should be made in accordance with Article 1.K. of this Manual.
- c. By Commercial Air Freight. This method may be used whether the next of kin requests it. However, if specifically requested by the next of kin, it does not necessarily have to be used. Generally, air freight is available only between large cities, and even then planes capable of carrying human remains do not fly frequently. Also consider delays caused by weather and mechanical failures. If in the opinion of

the command arranging the transportation, this method would not be in the best interest of the next of kin, the command should bring this situation to the next of kin's attention. If the original request is adhered to, arrange air freight transportation. Refer to Article 2.G.5. of this Manual for procedure when an escort is requested in addition to air freight transportation of remains.

- d. By Funeral Coach or Other Suitable Closed Vehicle Provided by a Funeral Director.
- (1) This method may be used:
 - (a) If common carrier service is not available, or
 - (b) If common carrier service is available only part of the way to the city or town designated by the next of kin, for the remaining portion of the transportation required, or
 - (c) If the cost is not in excess of the cost of the common carrier service, or
 - (d) As a continuation of common carrier service when remains are consigned directly to a national cemetery and the cemetery cannot provide transportation from the terminal to the cemetery, or
 - (e) When requested by the next of kin and the next of kin pay any cost in excess of the cost of the method which the government would have used.
 - (2) When it is necessary to supplement air or rail transportation by funeral coach service, usually arrangements for such service should be made with the funeral director selected by the next of kin as consignee. The funeral director should be instructed to send the bill for the transportation to the commander of the district in which burial is made. When transportation has been provided to the city or town designated by the next of kin and the remains are consigned to a funeral director, a reasonable payment, as transportation expense, is authorized for removal from the commercial carrier terminal at destination to the funeral director's establishment.
- e. By Combination Air Freight and Rail. Generally, this method should be used only if the carrier originally accepting the remains for transportation agrees to assume responsibility for all transportation to the common carrier terminal nearest the city or town designated by the next of kin. This type of transportation may be made on one government bill of lading if the carriers agree. Because of the many uncertainties in the combination of rail and air transportation, it is considered a generally undesirable method, and should be used only when the next of kin specifically requests it or when other methods are impracticable.
- f. By Government Air. Government air transportation normally will not be requested nor provided within CONUS.

2.H.3. Authorized Transportation Modes Outside CONUS

Government air transportation (MAC, Navy, or Coast Guard) normally is used to transfer remains between two points outside CONUS, from a point outside CONUS to a point of entry inside CONUS, or from a point inside CONUS to a point outside CONUS. 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 transportation is authorized.

2.I. Disposing of Remains of Dependents of Military Personnel

2.I.1. Transporting Remains

If an eligible dependent of a member of the Coast Guard (including commissioned officers of the Public Health Service assigned to the Coast Guard) dies while the member is on active duty (other than for training), inside as well as outside the CONUS, the Coast Guard will pay the cost of transporting the remains of the eligible dependent to the place of burial.

2.I.2. Notification Required

The activity making shipping arrangements for remains of dependents shall notify the receiving activity with the following information:

- a. Name of deceased.
- b. Name and address of consignee at final destination.
- c. Type of transportation used and estimated time of arrival.

2.I.3. Mortuary Services

- a. Under certain conditions the law also authorizes, with respect to these dependents, the furnishing of mortuary services and supplies on a reimbursable basis. Since the Coast Guard does not have mortuary services available, mortuary services and supplies may be requested from available Department of Defense activities. Every effort shall be made to embalm, dress, apply cosmetics, and encase the remains in a manner which will ensure their delivery in a viewable condition to the funeral director selected by the member.
 - b. The mortuary facility will collect charges for mortuary services and supplies furnished, including caskets, from the next of kin or interested person at time of preparation and encasement, unless other arrangements are approved by the facility furnishing the services and supplies.
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2.J. Transporting Remains of Military Retirees Dying in Military Hospitals

When a military retired member or his or her dependent(s) dies while properly admitted to an Armed Forces medical facility located in the United States, at the request of the next of kin the Coast Guard pays to transport the member's remains to the place of burial or may pay the cost of such transportation. Transportation may not be to a place either outside the United States or farther from the place of death than the decedent's last permanent residence. Also, the cost of transportation may not exceed the cost for transportation from the place of death to that of last permanent residence. The term "United States" includes the commonwealth of Puerto Rico and the United States territories and possessions (10 U.S.C. § 1490). Transporting remains under this authority will not be authorized if a deceased retired member qualifies for Veterans Administration transportation (38 U.S.C. § 908); qualifies due to hospitalization in a United States hospital for more than 30 days while on active duty; or was retired and continued a patient until date of death (10 U.S.C. § 1481 and § 1482). These latter two programs take precedence.

2.K. Transporting Survivors of a Deceased Active Duty Member to Attend the Burial

2.K.1. Travel and Per Diem

Effective 1 October 1985, travel and per diem are authorized for survivors of deceased active duty members to attend the member's burial ceremony. The authority for this travel is contained in Public Law 99-145 and the Joint Federal Travel Regulations, Vol. 1, U5242.

2.K.2. When Authorized

Travel and per diem for surviving dependents are authorized (as defined in Appendix A to the JFTR) to attend the burial ceremonies of a deceased active duty Uniformed Services member. If no dependents survive, the deceased member's parents (including step-parents or parents by adoption) or any person, including a former step-parent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before the member became 21 years of age may be authorized to travel under this provision. For the survivors to be eligible to travel, the member (without regard to rank or grade) must have died while serving on active duty for a period of 30 days or more.

2.K.3. Travel to Burial Site and Return

The eligible survivors will be entitled to travel and transportation allowances as prescribed in the Joint Federal Travel Regulations, Vol. 1, for travel from the place of active duty or the place of residence to the burial site and return to the place of active duty or place of residence.

2.K.4. Further Guidance

The Joint Federal Travel Regulations, Vol. 1, provides complete guidance on entitlements.

2.L. Interment in National Cemeteries

2.L.1. Authority

Authority for interment in national cemeteries is based on the provisions of the National Cemeteries Act of 1973 (38 U.S.C. § 24).

2.L.2. Eligibility for Interment in National Cemeteries

- a. Current and Former Members of the Coast Guard. Any members or former members of the Coast Guard whose last service terminated honorably by death, retirement, discharge, or otherwise, is eligible for burial in any national cemetery in which grave space is available. This includes any officer, cadet, or enlisted person of the United States Coast Guard and United States Coast Guard Reserve who has rendered active service.
- b. Members of Reserve Components. Membership in the Coast Guard Reserve alone does not in itself constitute service within the meaning of the laws governing eligibility for interment in national cemeteries. However, members of the Coast Guard Reserve are eligible for interment in a national cemetery if death occurs while serving on active duty for training or performing full-time service. Certain members of the Reserve whose death occurs while hospitalized or undergoing treatment, at the expense of the United States, for injury or disease contracted or incurred under honorable conditions while on duty or service or performing travel to or from that duty or service may also be eligible.
- c. Spouse, Widow, or Widower of an Eligible Service Member. The spouse, widow, or widower of an eligible service member may be buried in the same grave in which the service member has been or will be interred, if space is available. Widows or widowers of members of the Armed Forces of the United States lost or buried at sea or officially determined to be permanently absent in a status of mission or missing in action also may be buried in the national cemetery of their choice, if space is available. If the spouse of an eligible service member should die first, this spouse may be buried in a national cemetery provided that prior to burial the service member executes an agreement to the effect that upon death, he or she elects to be buried in the same grave in the national cemetery concerned to the exclusion of any other national cemetery. The Superintendent of the cemetery will provide the forms for such agreement.
- d. Minor Children. Minor children of an eligible service member may be buried in a national cemetery, but only in the same grave in which either parent will be or has been interred, if space therein is available. Should the death of the child occur prior to that of either of the parents, interment may be made when the Service-connected parent executes the agreement specified in subparagraph c. above. Not more than one gravesite may be used for the interment or future interment of the persons involved in the spouse-parent-child relationship; namely, the Service-connected person, spouse of

the Service-connected person (widow or widower), and eligible children of such Service-connected person.

e. Adult Children.

- (1) Except when a prior written commitment was made, interment of adult children is authorized in national cemeteries only if they were unmarried and physically or mentally disabled and incapable of self-support and consequently depended on them for support or on others if both parents are deceased. In applying these regulations, “unmarried adult children” includes widows, widowers, divorcees, and unmarried persons 21 years of age or over and is restricted to those who were in fact, up to the time of death, dependent for support on the Service-connected parent or surviving spouse because of physical or mental condition. Burial of such eligible child may be made only in the same grave in which the Service-connected parent has been or will be interred, provided space there is available. If the death of an eligible adult child occurs before either parent’s, interment may be made on the Service-connected parent’s certification he or she eventually will be buried in the same grave.
- (2) The interment of adult children will be made only on prior approval of the Office of the Chief of Support Services, Department of the Army. Submit requests for such interments at the time of death to the Superintendent of the national cemetery in which interment is desired, and accompany them with a notarized statement of data as to marital status and degree of dependency of the deceased child and the name of his or her parent whose military service burial is being requested. Submit also a certificate of a physician who has attended the decedent as to the nature and duration of the physical and/or mental disability.

2.L.3. Reservations

Regulations governing national cemeteries provide that grave sites will not be reserved. Grave sites are assigned only when immediate required for burial purposes.

2.L.4. Persons Ineligible for Interment

- a. Fathers, Mothers, and In-Laws. Fathers, mothers, and in-laws are not eligible for interment in a national cemetery by reason of relationship to an eligible Service person regardless of whether they are dependent upon the service member for support and/or are members of this individual's household.
- b. Divorced and Remarried Spouses. Non-service-connected spouses who have been divorced from, or have remarried subsequent to the death of, the Service-connected spouse are not eligible for burial in national cemeteries based on the Service-connected ex-spouse's service.

- c. Discharge Other Than Honorable. Persons whose last separation from the Coast Guard was under other than honorable conditions are not eligible for burial in a national cemetery notwithstanding the fact that they may have received veterans benefits, treatment in a Veterans Administration hospital, or that they died in such a hospital.
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2.M. Headstones and Private Monuments

2.M.1. General

The Veterans Administration has the responsibility for furnishing headstones or markers. A member or former member of the Coast Guard who is eligible for burial in a national cemetery also is eligible for a headstone or marker for his or her grave in any government or non-government cemetery. Memorial markers may be furnished when the remains of a deceased active duty member are not recovered or identified, or have been buried at sea. The next of kin may, if desired, request a memorial marker to commemorate the individual, for placement in a national cemetery having available space, or in any private or local cemetery.

2.M.2. National Cemeteries

Headstones and markers will be furnished for unmarked graves in cemeteries under the jurisdiction of the Veterans Administration, Requirements Division (42A), without application from the next of kin, upon receipt of the report of interment.

2.M.3. Other Cemeteries

Obtain a headstone or marker for a deceased member or former member interred in a non-government cemetery (private or local cemetery) by submitting VA Form 40-1330, which is available at any VA regional office, on the U. S. Veteran Information (non-governmental) website, or by calling 800-697-6947, and submit to Director, memorial Programs Service (403A), Department of Veterans Affairs, 810 Vermont Ave. N.W., Washington, D.C. 20420. When applicable, Commander (PSC-PSD-FS-Casualty) furnishes this form to the next of kin.

2.M.4. Private Monuments

- a. Restrictions. The placement of private monuments at private expense is not permitted in newly established national cemeteries or in new sections of existing national cemeteries. Placement is restricted to those sections in existing national cemeteries in which private monuments were authorized as of 1 January 1947. All graves not marked by private monuments will be marked with regulation government headstones.
 - b. Authority. Authority to place monuments at private expense must be obtained from the Veterans Administration, Requirements Division. Send detailed specifications as to the design of the monument, material of which it will be constructed, finish, carving, lettering, etc., and exact inscription as it will appear on the monument to the Veterans Administration, Requirements Division, for approval.
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2.N. Arrangements for Burial in Arlington National Cemetery

2.N.1. Requests

When a Coast Guard member (on active duty or in a retired status), or the member's spouse or minor dependent, dies outside the District of Columbia and burial in Arlington National Cemetery is requested, the person who has the right to dispose of remains or the funeral director sends the information to the Superintendent of Arlington National Cemetery. When message is used, Commanding Officer, Headquarters Support Command (HSC) and the commander of the Coast Guard district where the next of kin resides are information addressees. To reach the Superintendent, Arlington National Cemetery, Arlington, Virginia, by phone, call (703) 695-3250 or 3255. Office hours are from 0700 to 1700 hours, Monday through Friday, and from 0900 to 1700 hours, Saturday and Sunday. Requests transmitted by telegram should include the headings of each line item of information in subparagraphs a. through n. Remains are not to be shipped until after receiving verification of burial arrangements from the Superintendent of the cemetery.

- a. Full name of deceased (if spouse or minor dependent, include relationship and full name of service member on whose service request for burial is based), service number, social security number, and branch of Service.
- b. Grade held at time of death and highest grade 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 next of kin requesting authority for burial.
- h. Date and time interment services requested.
- i. Type of honors desired: simple military, full military, or no military honors.
- j. Type of service desired: chapel or graveside only.
- k. Whether a chaplain is desired, and if so, whether Protestant (denomination), Catholic, or Jewish. In connection with interments at Arlington National Cemetery, when Catholic burial services are desired, the command Catholic Chaplain or local priest should provide an additional message stating that the deceased is entitled to Catholic services.

- l. State to be inscribed on government headstone.
- m. Whether interment will be in a burial vault or the shipping case; furnish size. If burial vault will be used, contractual arrangements must be made by the next of kin for purchase and delivery of the unit to the cemetery. The Superintendent of the cemetery must be notified of the outside dimensions of the vault in sufficient time so that the proper size grave can be prepared.
- n. In the case of a deceased service member, whether or not the spouse desires a future burial reservation.

2.N.2. On Verification

On receiving verification burial arrangements are concluded, the remains should be shipped to Superintendent, Arlington National Cemetery, Arlington, VA, and consigned to Washington, D.C., to avoid the necessity and delay of obtaining a permit for the transfer of the body through the District of Columbia. The Superintendent, Arlington National Cemetery, and Commanding Officer, Headquarters Support Command (HSC) as information addressee should be advised by message:

- a. Date and hour of arrival of remains.
- b. Number of train or flight on which remains and funeral party will reach Washington, D.C.
- c. Number of persons in the funeral party.
- d. Whether hotel reservations are desired; if so, type and number.

2.N.3. Coast Guard Representative

If practical, a Coast Guard representative will meet the escort and/or funeral party. If arriving by train, the Coast Guard representative will meet them at the Military Police Booth at Union Station, Washington, DC. When the escort and/or funeral party arrive by plane at Washington National Airport, the Coast Guard representative will meet them at the airline's ticket desk. Except under unusual circumstances, no attempt will be made to meet the escort of remains or funeral party arriving at Baltimore-Washington Airport or Dulles Airport; the Coast Guard representative will meet them at the Administration Building, Arlington National Cemetery, one-half hour before the services.

2.N.4. Transfer of Remains to National Airport

If the remains are shipped by air to Dulles International Airport or Baltimore-Washington Airport, prepaid arrangements must be made at the point of origin to transfer the remains to the National Airport.

2.N.5. **Transportation to Cemetery**

Remains will be met and transported to the cemetery between the hours of 0800 and 1500, Monday through Friday. The remains will be conveyed to the cemetery by government hearse. The services of an undertaker are not required when remains are shipped directly to the cemetery. No expense is incurred for this service, nor is there any expense attached to the opening and closing of the grave or other services furnished by the cemetery. Remains will not be received at the cemetery on Saturday, Sunday, or holidays.

2.N.6. **Weekend and Holiday Arrangements**

If remains are scheduled to arrive in Washington on Saturday, Sunday, or holidays, the Superintendent of the cemetery will make arrangements with a local undertaker for pickup, storage, and delivery of the remains. In the case of active duty personnel and their dependents, the charges for this service will be billed to Commander (CG PSC-PSD-FS-Casualty). For retired personnel and dependents, the next of kin will be responsible for the payment of these charges.

2.N.7. **Without Attendant**

Should it be impractical for relatives or friends to accompany the remains, the body will be received, conveyed to Arlington, and interred there with the same reverent respect and careful attention to every detail as though an attendant accompanied the remains.

2.O. Arrangements for Burial in Other National Cemeteries

2.O.1. Arrangements

Funeral directors and other persons making arrangements for interment shall not set a definite time for the funeral, or ship remains until after arrangements have been made with the Superintendent of the national cemetery or his or her office.

2.O.2. Telegram to Superintendent of the Cemetery

A telegram shall be sent as far in advance of shipment of remains as possible to the Superintendent of the national cemetery, with information addressee to the commander of the Coast Guard district in whose jurisdiction the national cemetery is located. The telegram shall contain information as set forth in Article 2.N.1. of this Manual, if available. Remains are not to be shipped until after receipt of instructions from the Superintendent of the national cemetery.

2.P. Military Funeral Honors (MFH)

2.P.1. General

Under authority of 10 U.S.C. § 1491, 38 U.S.C. § 101, and Department of Defense Instruction 1300.15, Military Funeral Support, military funeral honors 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.

2.P.2. Military Funeral Honors Eligibility

2.P.2.a. Individuals Authorized Military Funeral Honors

MFH are provided to the following:

- (1) Active duty members
- (2) Reserve members
- (3) A Public Health Service (PHS) or National Oceanographic and Atmospheric Administration (NOAA) veteran. By interservice agreement, the Coast Guard normally supports MFH for PHS and NOAA veterans, along with a representative from PHS or NOAA.
- (4) World War II Merchant seaman who served in harm's way. Since they sailed under Naval orders during WWII, the U. S. Navy normally provides MFH.
- (5) A qualified Coast Guard veteran who:
 - (a) Served in the active military and was discharged or released wherefrom under conditions other than dishonorable (10 U.S.C. § 1491), or
 - (b) Was a member or former member of the Selected Reserve who
 - [1] Completed at least one enlistment as a member of the Selected Reserve or, in the case of an officer, completed the period of initial obligated service as a member of the Selected Reserve;
 - [2] Was discharged before completion of the person's initial enlistment as a member of the Selected Reserve or, in the case of an officer, period of initial obligated service as a member of the Selected Reserve, for a disability incurred or aggravated in the line of duty; or

[3] Who died while a member of the Selected Reserve. (38 U.S.C. § 2301)

2.P.2.b. Individuals Not Authorized Military Funeral Honors

MFH support of any kind shall be withheld for any of the following persons. The decision to deny MFH rests with Commander (CG PSC).

- (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) (10 U.S.C. § 985);
- (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) (10 U.S.C. § 985);
- (3) A person who is found to have committed a Federal capital crime or a State capital crime 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 (38 U.S.C. § 2411);
- (4) A person who is a veteran or who died while on active duty or a member of a reserve component, when the circumstances surrounding the person's death or other circumstances as specified by the Secretary of Defense are such that to provide military honors at the funeral or burial of the person would bring discredit upon the person's service (or former service) (10 U.S.C. § 1491); or
- (5) 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 discharged or released under dishonorable conditions and MFH shall not be provided:
 - (a) A dishonorable discharge.
 - (b) A bad conduct discharge.
 - (c) A dismissal from the Service awarded by courts-martial.
 - (d) An under other than honorable conditions discharge.
 - (e) 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.

2.P.3. Responsibilities

By its nature, tasking for MFH will often have little lead time. Despite this short lead time, MFH shall be executed by all levels of responsible parties in a professional and sensitive manner.

2.P.3.a. Commandant (CG-1221)

Establish and maintain policy on the provisions of MFH in accordance with the authorities listed in Article 2.P.1. of this Manual.

2.P.3.b. Commander (CG PSC)

- (1) Develop procedures for performing MFH in accordance with the policy provided herein.
- (2) Monitor compliance with the policy provided herein.
- (3) Conduct quality review and respond to complaints regarding MFH.
- (4) Ensure Regional Coordinators are fully supported with the requisite training, equipment, transportation, uniform items unique to this duty, and other items necessary to perform the mission and that sufficient funds are budgeted for this purpose.
- (5) When denying MFH based on the provisions of Article 2.P.2.b. of this Manual, a written explanation detailing the decision will be provided to the requesting family member of the deceased individual. A copy of this denial letter will be forwarded to the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)), Attention: Military Funeral Honors.

2.P.3.c. Regional Coordinator

The Decedent Affairs Officer (DAO) in the Field Mission Support Organization, currently at each Personnel Services and Support Unit (PSSU) is designated as the Regional Coordinator of MFH and is responsible for the following action within their geographic area of responsibility (AOR):

- (1) Oversight of Process. Upon requests from the next of kin, authorized representatives, or authorized funeral directors, the Regional Coordinator will arrange the provisions of MFH and ensure compliance with all requests. The Regional Coordinator assumes the responsibilities of the entire MFH process from initial request to final report of completion.
- (2) Identify Units Within Their (AOR) to Support MFH. Units will be selected based on efficient proximity to the location of honors. No unit is exempt. The Regional Coordinator has the discretion to rotate MFH assignments to ensure equitable tasking among all units. When using Recruiting Offices to support MFH, the Regional Coordinator shall coordinate the MFH detail through the Coast Guard Recruiting Command (CGRC).

- (3) Training. Appropriately train military members to perform MFH using the Marine Corps Drill and Ceremonies Manual, NAVMC 2691, and ensure a sufficient number of trained military members are available for this mission. This training shall consist, at a minimum, the following:
 - (a) Proper decorum,
 - (b) Implementation of standardized MFH procedures,
 - (c) Professional dress and appearance,
 - (d) Synchronization of movement,
 - (e) Use of consistent wording accompanying the presentation of the flag to the next of kin, in accordance with the respective Service traditions.
- (4) Reporting Data. Report data on all MFH in the database maintained by the Department of Defense, including MFH that were missed and those completed by an authorized provider when these honors were coordinated through the Coast Guard.
- (5) Travel. Fund and provide travel orders for details traveling beyond the local area of the unit providing the MFH detail.
- (6) Burials at Sea. Coordinate Burials at sea as prescribed in Article 2.Q. of this Manual.

2.P.3.d. Unit Commanders, Commanding Officers

- (1) Response. Respond expeditiously and sensitively to requests for funeral support.
- (2) Travel. Fund and provide travel orders, if required, when MFH is within the local area. If necessary, the unit's parent command is responsible for providing funding and travel orders.

2.P.3.e. Military Funeral Honors (MFH) Detail

The following guidance is provided for the make-up and responsibilities of the MFH detail.

- (1) Composition of Detail. A MFH detail may be comprised of:
 - (a) Active duty members,
 - (b) Members of the Ready Reserve in either a paid or unpaid status. Refer to reference (a), Reserve Policy Manual, COMDTINST M1001.28 (series) for further guidance.

- (c) 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 MFH 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 MFH.
- (2) Senior Member of the Detail. The grade or rate of the senior member of the MFH detail shall be commensurate or higher than that of the deceased, when available. When not available, the Regional Coordinator may assign a senior member whose participation would be consistent with the manners of our profession.
- (3) Knowledge of Local Area. Detail members, to include drivers and escorts, must know locations of ceremonies and routes to ensure punctuality.

2.P.4. Honors Rendered

2.P.4.a. Members Killed in the Line of Duty

Members who are killed or die while on active duty as the result of enemy action or operational accident shall be provided the following honors:

- (1) An escort (a rifle squad of six enlisted members plus a petty officer in charge), provided death resulted from combat, combat support operations or in the prosecution of an operational mission.
- (2) The folding of a United States flag and presentation of a Flag to the person authorized to direct disposition of the remains (PADD) and to each eligible family member. Eligible family members are parents (individually if they are not married), surviving spouse, and each child of the deceased guardian. Only one flag is presented to the PADD even if they are also an eligible family member.
- (3) The playing of TAPS either by bugler, simulated using an electronic bugle, or played using a recording on audio equipment.
- (4) When requested and within available personnel resources, six pallbearers shall be provided.

2.P.4.b. Members Killed While on Active Duty

For the death of a Coast Guard member on active duty or a reservist while in a duty status, all honors described in Article 2.P.4.a. above shall be provided, if feasible. When it is impossible to provide all honors described in Article 2.P.4.a. above, the following minimum honors shall be rendered:

- (1) A detail consisting of at least two regular or reserve members of the Armed Forces of which at least one must be Coast Guard shall be present. They must be in uniform.
- (2) The folding of a United States flag and presentation of a Flag to the person authorized to direct disposition of the remains (PADD) and to each eligible family member. Eligible family members are parents (individually if they are not married), surviving spouse, and each child of the deceased guardian. Only one flag is presented to the PADD even if they are also an eligible family member.
- (3) The playing of TAPS either by bugler, simulated using an electronic bugle, or played using a high-quality recording on audio equipment.

2.P.4.c. Death of Retiree, Reservist Not on Active Duty, or Veteran

The Coast Guard shall provide MFH for the funeral of Coast Guard retirees, reservists not on active duty, and veterans as described in Article 2.P.2.a.(5) of this Manual. The following minimum honors shall be rendered:

- (1) A detail consisting of at least two regular or reserve members of the Armed Forces of which at least one must be Coast Guard shall be present. They must be in uniform.
 - (2) The ceremony will include, at a minimum, the folding of a United States flag and presentation of the Flag to the family of the deceased. The flag shall be provided by the Veterans Administration.
 - (3) The playing of TAPS either by bugler, simulated using an electronic bugle, or played using a high-quality recording on audio equipment.
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2.Q. Burial at Sea of Inactive Personnel or Civilians

2.Q.1. General

The Coast Guard will provide burial at sea for cremated remains (ashes) of military personnel, dependents, and civilians. Military honors are provided when appropriate. The Coast Guard will not normally provide burial at sea for caskets with intact human remains. Burial of cremated remains may be performed by boats, ships or aircraft while meeting the requirements set forth in Section 229.1 of Title 40, Code of Federal Regulations (CFR).

2.Q.2. Requests

Requests to conduct burials at sea shall be approved by the district commander in the area in which death occurs or burial is desired. This approval will be based on operational commitments and the date of burial will be determined by the availability of the Coast Guard asset concerned. Upon approval, the Regional Coordinator will arrange for the burial directly with authorized persons having charge of the remains. The transportation of the next of kin aboard the Coast Guard asset for the ceremony will be at the discretion of the commanding officer.

2.Q.3. Before Taking Remains into Custody

Present these papers to the commanding officer concerned before taking the remains into Coast Guard custody:

- a. The signed request and authorization from the person authorized to direct disposition of the remains.
- b. A transit permit or burial permit issued by the responsible civil authorities at the place of death, whether or not the remains are cremated. Appropriate entry on the presentation of such papers, together with specific identifying data about them, shall be made in the log.
- c. After the burial, the commanding officer of the ship concerned should appropriately endorse these papers as to the fact of the burial and send them to the nearest Environmental Protection Agency Office.

2.Q.4. Government Expenditures

There is no authority for the direct expenditure of government funds for materials in connection with disposition of remains in such cases.

2.Q.5. Transporting Civilians on Coast Guard Vessels

The district commander may authorize the attendance of the next of kin at the burial at

sea ceremony, subject to compliance with current directives concerning the transportation of civilians on board Coast Guard vessels.
