



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER  
2601A PAUL JONES ST  
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 5360.5I  
N31

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NTC GREAT LAKES (COMPLEX<sup>3</sup>) INSTRUCTION 5360.5I

From: Commander, Naval Training Center, Great Lakes

Subj: FURNISHING FUNERAL DETAIL MEMBERS

Ref: (a) MILPERSMAN 1770  
(b) NAVPERS 15555C

Encl: (1) Military Funeral Request NTC-GL 5360/(rev.11-91)  
(2) Assignment of Funeral Details  
(3) Funeral Detail Flowchart

1. Purpose. To promulgate policy concerning the providing of funeral honor details in accordance with references (a) and (b).

2. Cancellation. NTCGLAKESINST 5360.5H. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background. The Commander, Naval Training Center (CNTC) will provide appropriate military honors at the interment of Navy active duty personnel, retirees, and veterans, within a 150-mile radius of NTC. This has been mandated by the National Defense Authorization Act of FY 2000. A funeral honors detail, adequate in numbers to allow participation in three funerals occurring on the same day, shall be trained and maintained. Individuals selected for funeral detail duty must, by their bearing and manner, convey an impression of dignity and respect for the solemnity of these occasions, and must have sufficient physical strength to serve as pallbearers.

4. Policy. Upon notification, the Regional Funeral Honors Coordinator will approve requests from individuals and veterans organizations for Navy participation as funeral escorts, utilizing the following guidelines:

a. Upon notification, the Regional Funeral Honors Coordinator will contact the Weapons Officer at DSN 792-3840/1. The Weapons Officer will coordinate with the NTC Funeral Detail Coordinator to arrange the detail. The funeral honors ceremony will, at a minimum, include the folding and presentation of the flag and the playing of TAPS. At least two (2) uniformed military persons will perform the ceremony. One of the two uniformed military persons shall be a uniformed military representative of the

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parent service of the deceased and shall present the flag to the family. The other may be from the same or another military service. In addition, a bugler, if available will play TAPS. If a bugler is unavailable, a high quality recorded version of taps may be used.

b. Veterans are eligible for military funeral honors if they served in the active military and were discharged under conditions other than dishonorable, or if they were a member or former member of the selected reserve. While the basic ceremony is now required for all eligible veterans, the military services based on their tradition and resources, may render additional elements of the military funeral honors. NTC funeral honor detail will provide at the minimum a two (2) person flag fold presentation and recorded TAPS. If requested and eligible, a full honors detail will include a POIC, seven (7) person rifle detail, and a six (6) person flag folder/pallbearers detail, bugler, and chaplain.

c. Questions concerning the appropriateness of furnishing military funeral honors should be referred to the Regional Funeral Honors Coordinator in New Orleans, LA (504) 678-1275 or DSN 678-1275 or [www.militaryfuneralhonors.osd.mil](http://www.militaryfuneralhonors.osd.mil).

#### 5. General.

a. All members of the funeral detail will be instructed in the proper decorum required of them throughout the service or honors ceremony.

b. Drivers and escorts must be knowledgeable of routes and locations, and must allow sufficient time to arrive punctually. The Detail POIC will be provided street by street directions to the funeral. Vehicles provided for the transportation of the funeral detail members must be clean and in good mechanical condition.

c. The uniform for the funeral detail members will be the service dress uniform of the season.

#### 6. Action.

a. NTC Public Affairs. Will coordinate media coverage and press releases as directed.

b. NTC Weapons Officer. Is responsible for determining the appropriate level of support and coordinating all funeral requests. When notified, the Weapons Officer will complete a copy of enclosure (1) (NTCGL Form 5360/1) and provide copies to the Funeral Detail Coordinator, the Band

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Director, and the Director of Chaplains, as needed. In addition, the Weapons Officer shall liaison with tenant commands to obtain personnel, adequate in numbers to allow participation in three funerals occurring on the same day.

c. NTC Command Duty Officer. When a funeral request is received after normal working hours, the NTC CDO will obtain the information needed to complete enclosure (1) of NTC CDO SOP #12 and ensure the form is delivered to the Weapons Officer, Building 130, at the beginning of the next work day. The Weapons Officer will determine whether support can be provided and, if so, at what level (e.g., full honors detail or flag folding detail). If the interment is scheduled to take place before, or on the same day as the resumption of normal working hours, the NTC CDO will alert the Weapons Officer, who will, in turn, contact as appropriate: Weapons Division Duty Armorer; Navy Band; and the Duty Chaplain. The NTC CDO must ensure that precise directions to the cemetery are obtained if the Weapons Officer is not available to do so.

d. NTC Funeral Detail Coordinator.

(1) Coordinate the training of all personnel assigned to the NTC funeral/honors detail. Conduct mandatory training at the NTC Armory (Building 4A) every Wednesday for the on-coming weekend duty section and newly assigned personnel from 1300-1530, and additionally as required.

(2) Inspect the funeral/honors detail prior to departure for uniform and personal appearance. Personnel who do not meet the standards of appearance and conduct (e.g., poor military bearing) will be returned to their parent commands with a counseling or Report of Offense chit for disposition and/or corrective actions. The parent command will provide an immediate replacement when requested by the NTC Weapons Officer.

(3) Obtain via the Chief of Staff, Operations and the designated central points of contact from the commands listed in paragraph 6d(1), the required number of personnel on a rotating basis to maintain three fully capable funeral/honors teams.

(4) NTC Weapons Division will provide transportation for the Funeral Detail. If personnel assigned to the funeral detail require additional transportation, the POIC of the funeral detail will contact PWC transportation division for transportation requirements.

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e. Navy Band Great Lakes. Director Navy Band will assign a bugler to funeral details as required by NTC Weapons Officer. Upon arrival to the funeral site, the bugler will coordinate the appropriate protocol with the POIC of the funeral detail.

f. NTC Component Commands. Commands will designate a central point of contact who will be responsible for providing the Chief of Staff (COS), Operations, with the names of those personnel assigned to the funeral details as outlined below. The importance of assignment to the funeral detail is such that only staff personnel will be assigned. To avoid conflicting commitments, personnel assigned to the funeral detail will be removed from all other watches, except Snow Removal Teams, at the discretion of the Commanding Officer.

(1) Commencing annually on 1 November commands will provide the following number of personnel for a one-year period:

- (a) NTC - 3 personnel
- (b) RTC - 17 personnel
- (c) SSC - 14 personnel
- (d) PSA - 2 personnel
- (e) NDC - 3 personnel
- (f) NAVHOSP - 11 personnel
- (g) NAVHOSPCORSCOL - 2 personnel
- (h) CBU-401 - 1 person
- (i) TPU - 1 person
- (j) NAVRESCRUITCOMDET2 - 1 person
- (k) REDCOM MIDWEST - 1 person
- (l) USARID - 1 person

(2) The name, rate/rank, PRD/EAOS, work extensions/FAX, and recall numbers of the members assigned to the Funeral Detail will be submitted using enclosure (2) to the NTC COS Operations, Weapons Officer, and the NTC Funeral Detail Coordinator not later than 3 November. Deletions and/or additions of members to the funeral detail are not recommended, but should this occur, the change must be submitted using enclosure (2), by the command-designated point of contact no later than 15 working days prior to the change. All Funeral Detail personnel will notify their command designated point of contact of their pending transfer or end of active service no later than 30 days in advance to facilitate replacement of member.

(3) Enclosure (3) depicts the basic layout of the NTC Funeral Details. Funeral Details will be divided into a 3-section duty with 20 Sailors in each section. A senior Sailor will be appointed by the Funeral Detail Coordinator in each duty section and will act as the section leader. The section leader

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will be responsible for maintaining up-to-date recall information and to perform notification/recall of their section's personnel in the event of a funeral assignment.

(4) A copy of all leave, special liberty, TAD, or SIQ chits will be provided to the NTC Funeral Detail Coordinator, located in the NTC Armory, Building 4A, according to the following intervals:

(a) Leave papers: 10 working days prior to beginning leave.

(b) Special liberty chits: 48 hours prior to commencing approved liberty.

(c) SIQ chits: Upon receipt, if possible, or have work center supervisor contact the Funeral Detail Coordinator on the date the chit is received.

(5) When in a duty status, funeral detail members will make in-person or phone contact with the cognizant section leader before departing their workcenter for the weekend.

(6) In the event of multiple funeral requirements, the Weapons Officer has the authority to temporarily assign personnel from other duty sections, as needed, to ensure trained personnel are available to successfully fulfill all obligated funeral requests.

7. Other resources. When NTC is unable to provide a funeral detail, NTC Weapons Officer will request assistance from the organizations listed below.

Commanding Officer Telephone (708) 771-7010  
Naval Reserve Readiness Center  
7401 W. Roosevelt Road  
Forest Park, IL 60130-2592

Commanding Officer Telephone (815) 725-7828  
Marine Corps Reserve Training Center  
2711 McDonough St.  
Joliet, IL 60436-9756

Inspector-Instructor Telephone (708) 623-7447  
Weapons Company  
2nd Battalion, 24th Marines  
Rein. FMS, USMCR  
1721 McAree Road  
Waukegan, IL 60085-1499

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8. Forms. Copies of Enclosure (1) may be obtained from building 130 (Weapons Officer), or by calling Comm: (847) 688-3841.



G. L. GERARD  
Chief of Staff, Operations

Distribution:

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Lists I, II (Case B), III-A, C & IV

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**MILITARY FUNERAL REQUEST/ORDER**

<b>From: NTC Weapons Officer</b>			<b>To: Funeral Detail Coordinator, NTC Weapons Dept</b>		
<b>Name of Deceased:</b>			<b>Rank/Rate/Branch of Svc:</b>		
<b>Funeral Home (Name/Address/Phone):</b>			<b>Date/Time of Funeral:</b>		
<b>Cemetery (Name/Address/Phone):</b>					
<b>Point of Contact (for further info):</b>					
<input type="checkbox"/> <b>Flag Fold</b>	<input type="checkbox"/> <b>Firing Party</b>	<input type="checkbox"/> <b>Pall Bearers</b>	<input type="checkbox"/> <b>Bugler</b>	<input type="checkbox"/> <b>Chaplain</b>	
<b>Remarks (Directions/Special Instructions):</b>					
<b>APPROVED:</b>			<b>Date:</b>		<b>Copy to:</b> XX NTC Army <input type="checkbox"/> <b>Chaplain</b> <input type="checkbox"/> <b>Navy Band</b>
<b>From: Funeral Detail Coordinator</b>			<b>To: POIC (Rate/Name) _____</b> <b>SSN: _____</b>		
1. Upon receipt of these orders and when directed by proper authority, you will take charge of the personnel listed below for participation in the military funeral/honor guard described above. 2. Uniform for this temporary additional duty will be the seasonal service dress uniform. 3. No expense to the government is involved and none is authorized. Government transportation will be furnished to your destination and return to the Naval Training Center. 4. You shall be held accountable for the safe transport, return and security of all government property used in connection with this temporary additional duty. 5. Upon completion of funeral detail, you and the personnel assigned shall return to NTC Great Lakes and resume regular assigned duties. 6. All members of the funeral detail are prohibited from accepting any offered gratuity/reimbursement. 7. Intermediate rest stops, particularly when detail involves meal hours, are authorized within the limits of sound judgement. 8. (Occasional) A bugler from Navy Band Great Lakes will accompany the detail when authorized and available.					
<b>Training Muster Time:</b>		<b>Departure Date/Time:</b>		<b>Approx. Return Time:</b>	
<b>RATE</b>	<b>NAME</b>	<b>SSN</b>	<b>RATE</b>	<b>NAME</b>	<b>SSN</b>
<b>Signature:</b>				<b>Date:</b>	







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# Funeral Detail Composition



