APVG-UZO-S3 31 January 2024

MEMORANDUM FOR 2nd Infantry Brigade Combat Team, 25th Infantry Division

SUBJECT: Funeral Detail SOP

1. PURPOSE. To provide burial details and required support for the rendering of appropriate honors at the internment of deceased active duty soldiers, retired Soldiers, and veterans.
2. Link to digital reference DR 1: Funeral and Memorials  
   http://usachcs.armylive.dodlive.mil/files/2014/11/CDID-Interactive-Digital-Reference-Storyboard1.pdf
3. COMPOSITION.

**On-Island.**Burial details for active duty, retired Soldiers and Medal of Honor Recipients will consist of the following:

1. Officer in Charge (OIC), is required for burials of commissioned officers only. Burial details for general officers will include, when available, a general officer as the OIC.
2. NCOIC (SSG or above) is required for NCO and enlisted burials, the presenter of the national colors to the family of the deceased must be the same rank/pay grade.
3. Firing Party will consist of five to seven junior enlisted Soldiers and will be control by an NCO in the rank of SGT/SSG.
4. Firing Party will also perform the duties as Pallbearers. This will include six Soldiers, plus one NCOIC who will give all commands, if pallbearers are needed. Urn bearers, if required, will include one NCO and two Soldiers, one Soldier for Urn Bearer and one Soldier for Flag Bearer. Pallbearers/urn bearers are authorized only for active duty and retired Soldiers.
5. Bugler: each military honors team is required to provide a bugler. Bugler will use the electronic speaker devise that fits into the bugle. The Bugler must ensure the speaker is working proper prior to the funeral, ensure spare batteries are on hand, and a back-up system is present (i.e. portable CD player or blue tooth speaker and phone with TAPS).
6. Five (5) teams are requiredper battalion for Burial detail and each team will consist of the following: seven junior enlisted Soldiers and one NCO for Firing Party/Pallbearers and one Bugler, one Flag Bearer or one Urn Bearer. Minimum required per team is nine Soldiers (Active Duty/Retirees only). The five burial teams will allow even distribution of burial duties to prevent overwhelming one team. Three teams are active two in reserve **An additional NCO is required to serve as a back-up in the event a member was to pass-out, ECT…-he/she will know every role.**
7. Burial details for veterans will consist of Flag Presenter and Bugler only. Pallbearers are not authorized for funerals for veterans. Veteran’s services will also consist of flag folding and flag presentation.
8. All nine members of the burial detail will attend each military honors/funeral in order to ensure that there are adequate replacements on hand in the case of emergencies.

**Off-Island.** Off-island burial detail requirements for active duty and retired Soldiers are the same as the on-island requirements listed in above.

1. COORDINATION/RESPONSIBILITIES.

**Brigade Responsibilities**

1. Identify Military Honors Funeral Support POCs.
2. Serves as the alternate brigade POC.
3. Conducts daily review of the funerals conducted within the last 24 hours and funerals expected within the next 48 hours.
4. Ensures the battalion/squadron POC is synced with upcoming funerals within the next 48 hours.
5. Call and E-mail battalion/ squadron OPS SGM 24hr prior to execution of ceremonies.
6. Addresses issues or concerns provided by either division or the battalion/squadron POCs.
7. Designated primary brigade POC will manage the daily operations.
8. Process all request for burial detail support-form within 24-hour requirement.
9. Process all AARs within 48 hours post-funeral requirement.
10. Track and sync all burial request with division POCs.
11. Collect and forward the funeral team certification memorandum to the division POC.

**Battalion Operations Sergeant Major**

1. Make initial contact within 24 hours of receipt of funeral request received from Brigade to verify date, time, and location.
2. Update and maintain funeral tracker (Enclosure 2).
3. Task the subordinate unit who has current responsibility.
4. Ensure that the proper size detail is tasked.
5. Add Funeral request to calendar and attach copy of the request to calendar.
6. Maintain Funeral calendar, ensure all funeral requests are added to the calendar, and give access to company NCOICs.
7. Email receipt of the funeral request to a representative from Brigade (BDE) Operations and Training Officer (S3).
8. Make sure your funeral team NCOIC has Called 1 week out and talked to funeral director or a POC, ensuring no changes need to be made or situation has changed.
9. Notify CAC of any issues or questions pertaining to the funeral request.
10. Coordinate for the appropriate flag presenter for LTC and above.
11. Request sufficient 5.56mm blank rounds and expended live rounds for the flag.
12. NLT 48 hours prior to funeral detail submit TMR and certification memo to LRC for 3 vans. Identify TMP drivers and schedule to pick up vans 24 hours prior to assumption of funeral detail duties.( Pick up vans from LRC as soon as losing unit turns them in) Maintain all three vans at battalion level ensuring that all vans are used solely for funeral tasks.
13. Ensure funeral teams have white gloves, electronic bugle and back up sound device, ammo, polished rounds, TMP vans, and training aids for funeral practice from TASC.
14. Train and certify at a minimum once a month. Provide Brigade with a certification memo with the Soldiers name, rank and DoD ID number to include the date Soldier was certified signed by the CSM. All Soldiers must be certified prior to conducting Military Honors. Practice equipment (caskets, flags, etc.) can be obtained from the Training and Audio-visual Support Center (TASC).
15. Email after action reviews (AAR) to BDE within 12 hours. Ensure that the BN CSM, OPS SGM are CC’d on all AAR reports.
16. Three 9 man Funeral teams will work directly for the OPS SGM for a period of 30 days solely performing funeral detail and practice.

**Commander, Tasked Units.**

1. Prepared to respond immediately to burial detail missions. All Soldiers appointed the duties as burial team members are released from conflicting duties and or requirements in order that all possible meaningful assistance is rendered to the support of funerals. Funeral and burial detail will take precedence over peacetime military duties to include TDY, duty roster and detailed assignments, ordinary leave and pass, and field exercise requirements.
2. Ensure OIC/NCOIC completes the funeral coordination sheet (Enclosure 1).
3. All TDY orders will be processed in DTS and a copy of the orders will be provided to BDE. Soldiers tasked for off-island burials must have a government credit card.
4. Ensure burial detail personnel are briefed on the sensitive nature of this duty and the impact that could result from improper or inadequate support. Ensure the OIC/NCOIC understands requirements contained in this chapter and FM 3-21.5, chapter 14, pages 14-1 through 14-14 and the flag folding procedures in Appendix K, section 2, diagram K2.
5. Provide tasked burial details with a minimum of 63 rounds of blank M16A2 ammunition before each burial detail (21 rounds for each scheduled burial and an extra 42 rounds of blank ammunition for support of short notice burials). Provide 18 rounds of live 5.56/M16A2 ammunition for armed guard requirements when weapons are transported off the installation/island. Eighteen rounds will be issued to the OIC/NCOIC for security of weapons for each detail. Five serial numbered seals will also be issued to the OIC/NCOIC.
6. Authorize separate rations for Soldiers on meal cards for the duration of the burial detail support cycle.
7. Unit tasked will conduct all burials at the National Memorial Cemetery of the Pacific, the Hawaii State Veterans Cemetery, the Schofield Barracks Post Cemetery, non-veteran cemeteries, various on-island locations, and any off-island burials when authorized.

**First Sergeant Duties and Responsibilities**

1. Coordinate with S-3 for upcoming funerals, request ammo and vehicles, and oversee coordination with funeral director and cemetery coordinator.
2. Train sufficient numbers of Soldiers to meet burial detail requirements.  Provide Brigade with a certification memo with the Soldiers name, rank and DoD ID number to include the date Soldier was certified signed by the CSM. All Soldiers must be certified prior to conducting Military Honors. Practice equipment (caskets, flags, etc.) can be obtained from the Training and Audio-visual Support Center (TASC).
3. First Sergeant supervises funerals at burial site or designates a senior NCO to take over duty if needed.

**OIC/NCOIC of the burial detail.**

1. Request TMP support NLT 24 hours prior to funeral service. Ensure driver has correct TMP license (See G (1), (2), and (3)) and transportation arrangements allow the detail to arrive at the burial site no later than two hour before the ceremony.
2. Coordinate with the Unit Supply for pick-up of Meals-Ready-to-Eat (MRE) if needed.
3. Verify that all members of the burial team have a government credit card.
4. Prepare DD Form 1610 using DTS and request ground transportation (if needed for off-island funerals).
5. For an off-island burial, hand carry or fax a copy of the passenger manifest to the CAC office as soon as possible, but not later than 24 hours after receiving the tasking.
6. Be thoroughly familiar with the conduct of burial ceremonies as prescribed in AR 600‑25, FM 3-21.5, chapter 14, pages 14-1 through 14-14 and the flag folding procedures in Appendix K, section 2, diagram K2.
7. Ensure that individually assigned weapons are issued to the firing party from the arms room using established issue procedures. Sign for expended casings, live ammo and blank ammunition using DA Form 2062 and USARPAC Form 108. Designate one member of the firing party as the armed guard and issue live ammunition in a specially marked (color-coded) magazine. Ensure other weapons and ammunition are placed in a footlocker and locked with a 200/5200 series padlock during transportation.
8. Coordinate with BN CSM and OPS SGM to inspect the detail prior to departing to the burial site (Enclosure 1). Ensure detail members are in the appropriate military uniform, to include identification tags and military identification card, and a fresh haircut (CSM, OPS SGM, or 1SG must be present for inspections).
9. Retrieve live ammunition from the designated guard and issue blank ammunition to the firing detail only after arriving at the burial site (three rounds per individual). The OIC/NCOIC will carry 42 extra rounds for short notice burials.

**Actions upon Completion of the Ceremony.**

1. The burial detail will remain in position near the gravesite until the family of the deceased has begun to move away from the gravesite.
2. The detail will police all expended brass before departing the cemetery.
3. The burial detail will march from the gravesite.
4. The firing squad will unload its weapons and the OIC/NCOIC will inspect at the first halt.
5. Transportation security procedures will again be implemented (paragraph H below) for the return trip.
6. Use the Burial Detail Checklist to ensure coordination and execution is complete (Enclosure 1).
7. PROHIBITIONS

AR 600-50 prohibits the accepting of any gratuity by the burial detail. Under no circumstances will the burial detail receive a donation in connection with the performance of that duty. If someone attempts to give a member of the burial detail anything of value, they should respectfully decline and direct the donor to the officiating clergyman. If the officiating clergyman is not a military chaplain, the person in charge of the detail will inform the division chaplain of the incident as soon as possible.

1. UNIFORM

ASU uniform with all authorized awards and decorations, highly shined low quarter oxford shoes, beret, and M4 rifles (firing squad only). Tropic B uniform may be utilized when specified by the CAC office.

1. TRANSPORTATION
2. **On-Island Burials.**

Detail can obtain ground transportation for funerals on Oahu by submitting a USAG-HI Form 7, with a request for burial detail form attached, to the TMP. The OIC/NCOIC of the burial detail will notify the TMP of transportation requirements immediately upon receipt of a burial requirement from higher headquarters. The TMP reserves three 12-passenger vans for burial details.

(2) **Off-Island Burials.**

1. Off-Island Burials. The OIC/NCOIC will ensure that team members create a 1610 using DTS. The 1610 must read commercial transportation is authorized if government transportation is not available and that official telephone calls are authorized. The unit will attach a list of individuals participating in the ceremony using the standard name line format in accordance with AR 310-10 to the CAC. Once the 1610 is approved the OIC/NCOIC will provide copies to the CAC. Once the 1610 is processed, the unit may not change the members of the detail without requesting amendments to the orders. Two drivers will be designated on the DD Form 1610. Only the drivers listed on the DD Form 1610 will drive the rental vehicles or be reimbursed for any vehicle cost incurred. Overnight trips to neighboring islands are not authorized. Off-Island burials to neighboring island will not exceed 12 hours unless approved by the CAC.
2. The burial detail OIC/NCOIC will notify the TMP at 655-4944/9353 that a burial detail requires transportation to the airport and submit a USAG-HI Form 7 with a Request for Burial Detail Form to the TMP.

7. VEHICLE/LICENSING REQUIREMENTS

(1) The burial detail unit must provide a 12-passenger van licensed driver. The driver must remain with the TMP vehicle at all times during its use. The driver will not park the vehicle at the airport or leave it unattended elsewhere. Normally, the unit must return TMP vehicles nightly. However, some off-island burial details require an early departure and may justify keeping the vehicle overnight. In these cases, the unit must request overnight use of vehicles from the TMP.

(2) To drive a 12-passenger TMP van, the driver must possess a valid OF 346 with a Schofield Barracks TMP 12 passenger van stamp, a civilian driver’s license and attend the Accident Avoidance Training. If the driver is authorized by his unit to drive a High Mobility Multipurpose Wheeled Vehicle (HMMWV), he must take his OF 346 to the Schofield Barracks TMP, Driver Testing Section, to get it stamped. If the driver does not meet these requirements, he must go to the Schofield Barracks TMP, Driver Testing Section, to be tested.

(3) Only drivers listed on the applicable DD Form 1610 may rent vehicles. The driver can draw advance pay from finance to pay for the vehicle. The driver will not take insurance offered by the rental company. The driver will fill the vehicle with gasoline before returning the car to the rental company. Any receipt obtained from a rental car agency must be made out to the designated drivers, as listed on the DD Form 1610, to receive reimbursement from finance.

8. PROCEDURES FOR TRANSPORTING WEAPONS AND AMMUNITION IN NONMILITARY VEHICLES/AIRCRAFT

(1) The firing party detail will be issued their assigned weapons from the unit arms room using DA Form 3749 procedures or DD Form 2062 and USARPAC Form 108 procedures. The OIC/NCOIC will document the serial numbers on a DD Form 1907.

(2) The OIC/NCOIC will sign for the live and blank ammunition using DA Form 2062 and USARPAC Form 108 from the unit arms room. The OIC/NCOIC will designate one person from the firing party as the armed guard and issue the specially marked magazine with 18 rounds. The remaining ammunition and weapons will be placed in the footlocker and locked with a 200/5200 series padlock. Two keys for the lock will be accounted for. The OIC/NCOIC will retain one and the armed guard the other.

(3) Upon arrival at the commercial airport, the OIC/NCOIC will retrieve the live ammunition magazine and guards weapon and secure them in the footlocker. The footlocker will then be sealed with a serial-numbered seal. The seal number will be recorded on the DD Form 1907.

(4) The OIC/NCOIC will confirm with airline personnel that observation of the weapons container will be maintained throughout the baggage handling stages by a member of the detail and that the container will be loaded last and unloaded first at origin and destination points. Except for the period when the weapons are physically secured on the aircraft, the container will be under continuous surveillance by the burial detail OIC/NCOIC or a member of the detail who is in a military class A or B uniform.

(5) In the event of unforeseen problems that prevent the detail from returning to Oahu and an overnight stay off island is required, the OIC/NCOIC will immediately notify their unit headquarters and contact the nearest military installation or National Guard Armory/police headquarters for assistance and security of weapons.

(6) Follow Enclosure 1 to ensure proper steps are followed for off-island funerals.

9. Direct questions concerning this detail to Casualty Assistance Center at 655-5124/1199.

10. POC this memorandum is the undersigned and can be reached at Michael.r.espeland.mil@mail.mil or (808) 655-0937.

5 ENCLs MICHAEL R ESPELAND

1. Funeral Checklist SGM, USA

2. Funeral Tracker Brigade Operation Sergeant Major

3. Funeral AAR

4. FM 3-21.5 Chapter 14 (Funerals)

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