



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 5360.1

FHSO

11 Dec 17

USNA INSTRUCTION 5360.1

From: Superintendent, U.S. Naval Academy

Subj: FUNERAL HONORS SUPPORT SUB-AREA FOR ANNE ARUNDEL COUNTY

Ref: (a) NDWINST 5360.7(Series)
(b) USNAINST 5360.2(Series)
(c) NAVPERS 15555D

1. Purpose. To set Funeral Honors Support (FHS) policy and practice by the U.S. Naval Academy as a supporting entity to the Naval District Washington (NDW) regional FHS program.

2. Cancellation. USNAINST 1770.1A.

3. Scope and Applicability. All personnel assigned to the U.S. Naval Academy (USNA) shall familiarize themselves with the Funeral Honors Support guidance and policies listed in references (a) through (c).

4. Situation. Per reference (a), USNA is responsible for providing a Funeral Honors Support (FHS) Coordinator to act as direct liaison to and agent of NDW's regional FHS Coordinator, and ensure proper implementation of the program within the sub-area defined by NDW as Anne Arundel County (AAC). By designation letter, the USNA Chief of Staff (COS) will assign a sub-area AAC FHS Coordinator to ensure a properly trained team is maintained, and able to cover all NDW assigned ceremonies and services. COS will also designate by letter an FHS Leading Chief Petty Officer (LCPO), Leading Petty Officer (LPO), and Assistant Leading Petty Officer (ALPO). The LCPO will serve as Deputy Coordinator and directly manage the training and readiness of the team. Complimentary to the FHS team's role throughout AAC, but exclusively for planning ceremonies on the grounds, the Naval Academy position of Memorial Affairs Coordinator (MAC) exists. Per reference (b), the MAC will "coordinate and plan all details of funerals and burials at USNA," and in so doing, will receive bugler, flag bearer, and flag presenter support from the FHS team.

5. Action

a. Assignment of FHS Duty: The sub-area AAC FHS Coordinator (hereafter called "coordinator") and LCPO will coordinate with divisional leadership to assign watchstanders as needed to ensure USNA has a properly trained and equipped roster of uniformed service members, available seven days per week, to conduct military honors per reference (c). As

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manning levels allow, this roster will be made up of sufficient personnel to provide a Funeral Honors Support Officer (FHSO) and Funeral Honors Support Chief Petty Officer (FHSC), to serve as Flag Presenters at ceremonies honoring former Commissioned Officers or Chief Petty Officers, respectively. Should the case arise where neither FHSO nor FHSC can be assigned, the Coordinator may authorize minimum funeral honors per reference (b).

b. **Watchbills.** The Coordinator and LCPO shall maintain current recall information for all rostered FHS team members, and ensure such information is included on their respective watchbills. Watchbills will be written per the following criteria: Duty preference inputs shall be solicited from roster members no later than two weeks in advance, and with a finalized watchbill published one week in advance of assigned duties. The Naval Academy Duty Officer will be courtesy-copied on FHSO watchbills.

c. **Training and Readiness.** Newly assigned members of the FHS team will be provided with NDW-sponsored training prior to being placed on an active roster. FHS team members shall at all times maintain the appropriate dress uniform, as prescribed by the Coordinator.

d. **Role of the Watchstander's Department/Division.** Funeral Honors takes priority over daily routine. On days when an FHS watchstander (of any rank) is called upon for services in support of a veteran, that member's immediate supervisor shall make all necessary arrangements to cover the watchstander's normal obligations for the duration of FHS duties. This period of time ranges from a few to several hours. In some cases there are multiple ceremonies scheduled on the same day.

6. **General.** The Coordinator shall submit an annual report to the COS and NDW each year. The reports, given in December, will summarize past year's training evolutions, key changes in duty roster, and summaries of funerals supported provided.

7. **Records Management.** Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. **Review and Effective Date.** Per OPNAVINST 5215.17A, the FHS Coordinator will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after the effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



G. E. LANG, JR.
By direction

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