DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 5360.2E
17/Chaplain
MAY 17 2010

USNA INSTRUCTION 5360.2E

From: Superintendent, U.S. Naval Academy

Subj: U. S. NAVAL ACADEMY (USNA) FUNERALS AND CONDUCT OF FULL HONORS FUNERALS

Ref: (a) U. S. Navy Regulations, 1990
(b) MCO 5060.22 5 May 2003
(c) Naval Funerals at Arlington National Cemetery, NAVPERS 15956D.
(d) Navy Military Funeral, NAVPERS 15555D, 1999

Encl: (1) Conduct of Services at USNA Chapels
(2) Procedure for Funeral Procession
(3) Procedure for Graveside Ceremony

1. Purpose. To assign responsibilities and duties and to publish general information pertaining to funeral services at USNA.

2. Cancellation. USNA/AACINST 5360.2D. This directive is a complete revision and should be reviewed in its entirety.

3. Information. The procedures for funerals and associated ceremonies held at the USNA chapels will be in accordance with references (a) through (d). Procedures specifically applicable to funerals with full military honors and generally appropriate for less intricate ceremonies will be as follows:

a. Funerals will be scheduled Monday through Thursday from 0900 to 1500 and on Friday from 0900 to 1200. Funerals will not be scheduled on weekends, holidays, or during Commissioning Week. Times will be adjusted to avoid conflict with regularly scheduled Academy events, such as parades.

b. The Memorial Affairs Coordinator (MAC) or his or her designated representative will act as the Officer in Charge.

c. The MAC will ensure that all noise-emitting machinery is appropriately controlled or secured in the vicinity of the Chapel, along the line of march, and in the cemetery or columbarium area.

d. The funeral party will enter the Naval Academy via gates 1 or 8. Parking is provided on Blake Road during the chapel service.

e. Colors will be half-masted throughout the Academy and at Naval Clinic Annapolis in accordance with reference (a), paragraph 1288.

f. Ceremonies will be conducted as set forth in enclosures (1), (2), and (3).

4. Uniform. Although a specific uniform will be prescribed in each instance, the following uniform standards for participants will apply:

a. the Band Conductor and Drum Major will wear full dress uniform with medals, white gloves, mourning band, and mounding knot on the mace.

b. Ushers will wear the service dress uniform with ribbons, mourning bands, and white gloves.

c. Midshipmen (if forming an Honor Guard) will wear the prescribed dress uniform as set forth by the Commandant of Midshipmen.

d. The Band will wear appropriate dress uniform as prescribed by the Director, USNA Band.

e. Military personnel attending funeral services as guests, not in an official capacity, will wear the appropriate service uniform.

f. All military personnel involved in the funeral, except the Chaplain, will remain covered during the entire funeral ceremony, except in the chapel.

5. Responsibilities

a. The Memorial Affairs Coordinator will:

(1) coordinate and plan all details of funerals and burials at USNA.

(2) coordinate with Academy Facilities contractors for gravesite preparation.

(3) reserve Chapel, coordinate chaplain or clergy coverage with the Command Chaplain, reserve pews, etc.

(4) provide prompt notification to all commands and individuals concerned.

(5) brief ushers.

(6) collect fees for columbarium niche covers and forward to the Alumni Association for processing.

(7) coordinate the inscription of niche covers with the contractor.

(8) assist graduates and next-of-kin by providing information, answering questions, and resolving problems and issues associated with the columbarium and cemetery.

(9) request the following from Naval District Washington:

(a) provide personnel as follows:

1. Seven person firing detail.
2. One company of Sailors with Honor Guard Commander and Platoon Commanders.
3. Color Guard detail.
4. Body bearers and personal flag-bearer.

(b) ensure that colors and personal flag are properly draped in mourning.
(c) provide staff and harness for personal flag bearer and Navy Color bearer, if required.
(d) arrange for transportation for Sailor contingent.

b. The Security Officer will:

(1) lead the procession. The procession takes approximately 14 minutes to travel from Maryland Avenue to the cemetery entrance.

(2) control traffic at the Chapel, along the procession's line of march, and at the cemetery or columbarium.

(3) instruct the saluting battery to begin the appropriate gun salute at the conclusion of the Chaplain's committal service.

(4) send a yard-wide e-mail announcement of the funeral service and its impact on the flow of traffic along the route.

c. The Command Chaplain will arrange for a chaplain to officiate services at the chapel and columbarium or cemetery.

d. The Commandant of Midshipmen will provide midshipmen to serve as honorary pallbearers and ushers at midshipmen funerals.

e. The Naval Academy Bandmaster will:

(1) provide music as directed by the MAC.

(2) provide bugler for graveside or chapel services as appropriate.

f. The Academy Facilities Contractor will:

(1) prepare gravesite for interment or the niche for inurnment, rig awnings, and set up chairs.

(2) cease any loud, distracting noises in the vicinity of the chapel, along the line of march and in the cemetery or columbarium.

g. The Commanding Officer, Naval Station Annapolis will provide personnel for gun salute which is rendered during the Committal service.

6. Policy. It is desired that funeral ceremonies be executed smartly and efficiently with the solemnity befitting the occasion. It is incumbent upon all commands, department, and personnel concerned to contribute full support to this endeavor. Commanding Officers should assign required personnel on a permanent basis when practical. Escort personnel should be assembled and drilled in advance as necessary to ensure readiness for a smart military performance. All personnel along the funeral procession route to the cemetery or columbarium will render appropriate honors to the procession as it passes.

/S/
J. L. FOWLER

Distribution:
All Non Mids (electronically)

CONDUCT OF SERVICES AT THE USNA CHAPEL

1. The escort will be drawn up in front of the Chapel as depicted below:

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                                  CHAPEL

                                Chapel step
                                Chapel step
                                Chapel step
                                Chapel step
                                Chapel step
                                Chapel step
                                Chapel step
                                Chapel step
                                Chapel step
                                Chapel step

                  ^Escort Commander (EC) (moves about as necessary)

                  Honorary Pallbearer^          ^Honorary Pallbearer
                  Honorary Pallbearer^          ^Honorary Pallbearer
                  Honorary Pallbearer^          ^Honorary Pallbearer

                                                ^Personal Flag Bearer

                        SIDEWALK IN FRONT OF THE CHAPEL
_____________________________________________________________________________

                                     ^ ^ ^
                 ^                 ^ ^ ^                 ^
                 Pallbearer Car(s)   Body Bearers        Hearse

^                ^                                                    ^
Platoon          Honor Guard                                          Band
Commander        Commander                                            Director

                 ^^^^^^                          ^^^^^^               ^^^^^^
                 ^^^^^^                          ^^^^^^               ^^^^^^
^^^^^^           ^^^^^^                ^ ^ ^     ^^^^^^               ^^^^^^
Family Cars      Honor Guard
                 Platoon                 Color Guard  Honor Guard      Band
                                                      Platoon

                                  BLAKE ROAD
_____________________________________________________________________________
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2. Platoon Commanders will place their troops on Blake Road opposite the Chapel. Units are dressed at a six-pace interval between units and brought to parade rest. The Honor Guard Commander takes his position twelve paces in front of the colors.

3. Next-of-kin, family, friends, etc., will enter the chapel and be escorted to their appropriate place by the ushers.

4. When the hearse is sighted, the EC brings his troops to attention. When the body bearers open the hatch of the hearse, the EC orders "Present Arms" to all military personnel.

5. The band plays appropriate honors and a hymn, while the body bearers remove the casket from the hearse, carry it into the chapel, and place it on the bier.

6. Honorary pallbearers will turn to face the chapel after the body bearers have passed between them and follow the casket into the chapel. Upon the request of the chaplain, the flag will be removed from the casket and replaced by a pall by the Funeral Home Director, the Honorary Pallbearers, or members of the family.

7. The music will cease after the body bearers have passed into the chapel. If the service is held in the Main Chapel, the EC may choose to await the conclusion of the funeral service in St. Andrew's Chapel. If so, the EC will close the door to the steps leading to the Main Chapel so that noise from the lower level does not disturb the service being held upstairs. The main Chapel is not to be used as a waiting area if the service is in St. Andrew's. The John Paul Jones Crypt may also be used as a waiting area. The EC is responsible for ensuring the funeral escort is outside the chapel at the end of the service.

8. At the conclusion of the service, the body bearers turn the casket around. The chaplain positions himself in front of the casket facing the chapel exit, and the Honorary Pallbearers form behind the casket. When ready, all march solemnly to the rear of the Chapel at a pace set by the chaplain. The family and then the guest follow behind the Honorary Pallbearers.

9. When necessary, the pall is removed and replaced with the flag when the casket arrives at the rear of the chapel. The Honorary Pallbearers position themselves on the chapel steps. The body bearers pick up the casket to carry it to the hearse. The EC will bring the troops to attention and present arms. The EC will execute an about face and render "Present Arms." The band plays appropriate honors and a hymn, continuing to play until the door to the hearse is closed. The EC will come to order arms and then command the escort to "Order Arms." Once the escort detail has come to the order the EC commands right face, port arms, and immediately steps off to the front of the escort. Next-of-kin and mourners move to their vehicles or walking positions assisted by the ushers.

10. When the MAC is satisfied that the next-of-kin and mourners are in their cars, he or she signals the EC who commands "Forward March." The drummers commence the funeral cadence the procession gets underway.

11. The EC gives no commands during the procession except mark time, if appropriate, until the gravesite is reached. Platoon Commanders give the necessary commands to their units for column movements and manual of arms en route to the gravesite. Platoon Commanders will follow the movements of the leading platoon in shifting arms. The band beats the funeral cadence or plays appropriate hymns during the procession.

12. The EC makes all turns at road intersections in a smart military manner and should occasionally check to ensure that the escort is proceeding properly.

FUNERAL PROCESSION

ORDER OF MARCH

1. The Order of March from the chapel to the cemetery will be as follows:

a. The police escort leads the procession in a police vehicle to control the traffic flow and to keep the route clear to the graveside. The vehicle will be as far forward as possible in order not to interfere with the procession or to distract the Escort Commander.

b. The Drum Major walks sixteen paces to the rear of the Escort Commander.

c. Band

d. First Platoon.

e. Color Guard.

f. Second Platoon.

g. Chaplain

h. Personal flag bearer.

i. Hearse. Body bearers will march on either side of the hearse with the leading body bearers one yard behind the hub of the front vehicle. Honorary pallbearers, if walking, march behind the hearse.

j. Honorary Pallbearers (if in automobiles).

k. Walking mourners, accompanied by ushers.

l. Next-of-kin (automobiles).

m. Superintendent's Party (automobiles).

n. Mourners, friends, etc. (automobiles).

NOTE: Unless otherwise specified, the distance between parties will be six paces.

2. The band will set the cadence at 90 to 100 beats per minute.

GRAVESIDE CEREMONY

1. Upon arrival at the cemetery, the Escort Commander (EC) marks time picking up their dress. After a short pause, the EC halts the escort, brings them to the order, and faces them toward the gravesite.

2. The family and mourners alight from their cars and stand ready to proceed to the gravesite. When the MAC gives the signal that everyone is in position, the body bearers approach the hearse and open the door. When the door opens, the EC commands "Present Arms," executes an about face, and presents arms. The band plays appropriate honors and Eternal Father while the body bearers carry the casket to the gravesite. The music ceases when the casket is set down on the steps. The body bearers pick up the colors and hold it over the casket. The EC comes to the Order, executes an about face, and brings the escort to the order and then to ceremonial at ease. The EC executes about face and ceremonial at ease.

3. The MAC escorts members of the immediate family to their seats, mourners proceed to convenient places in the immediate are and the chaplain commences the committal service.

4. When the chaplain has completed the service, he or she steps back from the graveside. This signals the EC to come to attention, execute about face, order the escort to attention, and command "Present Arms." The EC will execute the about face and present arms.

5. The police representative signals the cannon detachment to fire the appropriate number of volleys. At the conclusion of the cannon volleys, the seven-member rifle detail fires three volleys. The bugler then sounds taps.

6. At the conclusion of taps:

a. The EC comes to the order, executes about face, and brings the escort to the order. The EC executes about face and returns sword then smartly steps off to graveside.

b. The body bearers fold the colors. While the colors are being folded, the band plays "America the Beautiful." The EC salutes the colors and takes it from the senior body bearer who then salutes the colors. The EC approaches the next-of-kin and ceremoniously presents the flag. The appropriate greeting is: "Sir (or ma'am), on behalf of the President of the United States and a grateful nation, please accept this flag as a tribute to your (loved one's, husband's, wife's etc.) dedicated service to our country. May God bless you." The EC renders the hand salute and smartly steps off toward the position at the front of the escort.

7. The chaplain signals the conclusion of the ceremony by advancing to the family to offer condolences. The EC draws sword and gives the command to "Advance the Colors." The EC command the escort to "Present Arms," then he executes present arms. The EC immediately comes to the order, brings the escort to the order, and commands, "Retire the Colors." The Color Detail marches off the cemetery. The EC directs unit commanders to march their units off the cemetery.

8. The Academy Facilities Contractor will lower the casket after the family has left the gravesite unless instructed otherwise.