



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO

BUPERSINST 1730.10
Pers-94
24 AUG 1994

BUPERS INSTRUCTION 1730.10

From: Chief of Naval Personnel
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: PARTICIPATION OF INACTIVE NAVAL RESERVE CHAPLAINS AT MILITARY FUNERALS

Ref: (a) Joint Travel Regulations (JTR)

Encl: (1) Sample Military Funeral Worksheet
(2) Readiness Command Chaplains

1. Purpose. To announce authorization of and procedures for inactive Naval Reserve chaplains to receive pay and allowances for conducting military funerals.

2. Cancellation. NAVMILPERSCOMINST 1730.1B.

3. Background. Active duty personnel, inactive duty reservists, and retired military members under the cognizance of the Navy Department are beneficiaries entitled to the services of a Navy chaplain for military funerals. Inactive duty reserve chaplains are available, on a voluntary basis, to conduct military funerals. Reserve chaplains are entitled to pay, allowances, and travel reimbursement for providing funeral services or memorial services for those lost at sea, Prisoners of War, or Missing In Action. Those whose remains are donated to medical science may also qualify for the professional services of a reserve chaplain.

4. Responsibilities

a. The Director, Naval Reserve Chaplain Program (Pers-94), manages the order-writing requirements and procedures for reserve chaplains conducting funerals. Pers-94 will approve or disapprove all requests for reserve chaplain funeral support.

b. Enclosure (1) details the essential information Pers-94 requires in order to authorize written orders.

c. Enclosure (2) lists Naval Reserve Readiness Commands whose staff chaplains shall assist commands in locating reserve chaplains to assist with funeral services.

24 AUG 1994

5. Action.

a. Commands seeking reserve chaplain funeral support should submit requests for orders to Pers-94 by telephone (1-800-535-9026) or fax (202-433-8714/16) prior to finalization of the funeral arrangements so that verbal orders can be issued. Written Active Duty for Special Work (ADSW) orders, authorizing pay and allowance for the reserve chaplain conducting a funeral, will be issued by BUPERS after completion of the service. Orders may not be authorized if requested subsequent to the service.

b. Payment of travel, pay, and allowances will be made per reference (a).

c. Participation by inactive reserve chaplains in the funeral support program is not mandatory, but reserve chaplains are strongly encouraged to support this program.


H. C. MCKINNEY
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Distribution:
SNDL Parts 1 and 2
BUPERS (Pers-94) (100 copies)

Stocked:
Naval Aviation Supply Office
ASO Code 103
5801 Tabor Avenue
Philadelphia, PA 19120-5099

MILITARY FUNERAL WORKSHEET

Date/Time Received by PERS-94

REQUESTING ACTIVITY

Activity Name: _____ UIC: _____
 Address: _____ Contact Person: _____
 _____ Phone: _____

Calling on behalf of Commanding Officer? Yes No

DECEASED MEMBER INFORMATION (Navy or Marine Corps Only)

Name: _____ Grade: _____
 SSN: _____ Status: _____
 Religion: Protestant Catholic Jewish Other _____
Active/Inactive/Retired

OFFICIATING NAVY CHAPLAIN

Name: _____ Grade: _____
 Address: _____ SSN: _____
 Religious Affiliation: _____ PEBD: _____
 _____ Phone: _____

TRAVEL

Authorized Travel Pay (50 Miles or more) and Per Diem? Yes No

Number of days: _____ (Not more than 3 days)

Is this the closest available chaplain? Yes No

FUNERAL SITE INFORMATION

Date of Funeral: _____
 Funeral Location: _____

 City State Zip Code

Communicate this information to PERS-94. CALL 1-800-535-9026, DSN 288-8700, (202) 433-8700, or FAX to (202) 433-8714/8716 not later than 24 hours prior to the funeral to receive approval.

24 AUG 1994

READINESS COMMAND CHAPLAINS

Address correspondence to Staff Chaplain

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION ONE
NAVAL EDUCATION AND TRAINING CENTER
BLDG 344
NEWPORT RI 02841-5016
(401) 841-3981

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION TWO
BLDG 1
SCOTIA NY 12302-9465
(518) 370-2355

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION FOUR
5957 NEW JERSEY AVE
FORT DIX NJ 08640-8000
(609) 724-7705/11/12

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION FIVE
BLDG 1033 USAAP
RAVENNA OH 44266
(216) 392-2800

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION SIX
WASHINGTON NAVY YARD
BLDG 200
WASHINGTON DC 20374-2003
(202) 433-3822

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION SEVEN
NAVAL BASE
CHARLESTON SC 29408-6050
(803) 743-5949

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION EIGHT
BOX 90 NAVAL AIR STATION
JACKSONVILLE FL 32212-0090
(904) 772-2486

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION NINE
NAVAL AIR STATION MEMPHIS
BLDG E 35
MILLINGTON TN 38054-5048
(901) 873-5559

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION TEN
BLDG 11 NAVAL SUPPORT ACTIVITY
NEW ORLEANS LA 70142-5600
(504) 361-2544

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION ELEVEN
BLDG 11 NAVAL AIR STATION
DALLAS TX 75211-9502
(214) 263-0055

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION THIRTEEN
BLDG 1 NAVAL TRAINING CENTER
GREAT LAKES IL 60088-5026
(312) 688-5467

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION SIXTEEN
MINNEAPOLIS ST PAUL INTERNATIONAL AIRPORT
BLDG 715
MINNEAPOLIS MD 55450-2996
(612) 725-5710

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION EIGHTEEN
301 NAVY DRIVE
INDUSTRIAL AIRPORT KS 66031-0031
(913) 764-3664

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION NINETEEN
960 NORTH HARBOR DRIVE
SAN DIEGO CA 92132-5108
(619) 532-3255

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION TWENTY
TREASURE ISLAND
BLDG 1 NAVAL STATION
SAN FRANCISCO CA 94130-5032
(415) 765-5022

COMMANDER
NAVAL RESERVE READINESS COMMAND
REGION TWENTY TWO
BLDG 9 NAVAL STATION PUGET SOUND
SEATTLE WA 98115-5009
(206) 526-3338