CHAPLAIN’S MANUAL

COMPILED BY:
NATIONAL CHAPLAIN CARL SCHMIDT
&
BASE CHAPLAINS

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INTRODUCTION

This manual is to be used as a guideline for the office of Chaplain of the USSVI.

It is not intended to be strictly followed by the Chaplain – only to supply him with thoughts, outlines and helps to equip him to do a satisfactory job and assist him to be of spiritual blessing and to help his shipmates.

You will find this manual contains:

1. Suggestions for choosing a Chaplain.
2. Sample prayers to open and close a meeting.
3. Duties of the Chaplain.
4. Sample funeral service and materials.
5. Sample memorial service programs.
6. Appendix 1 – Example of memorial services submitted by base chaplains.
7. Appendix 2 – Additional prayers submitted by national chaplain, base chaplains and USSVI members.
8. Appendix 3 – Additional questions, and information and forms frequently requested by members.
CHOOSING A CHAPLAIN

While it would be helpful for the Chaplain to be a member of the Clergy, this is not always possible inside the ranks of our organization.

For obvious reasons the man considered for the job should be somewhat familiar with the Bible, be able to pray and speak in public.

The office of Chaplain should not be political and the Chaplain should not have to be elected. His term of office should be as long as he is able to be of service and only replaced when someone more qualified for the office is available or he desired to relinquish the appointment.

Naturally, he will be expected to be trustworthy and willing to do sick visitation, both in member’s homes and at hospitals. He should also be a compassionate individual.

He will be expected to, as part of his duties, offer short open and closing prayers at the meetings and conduct memorial services at least once annually, and help his shipmates in time of spiritual need. It is not necessary that he hear confessions, but, anything said to him in counseling or confidentiality is to remain unspoken. He must never betray a trust.

A memorial or Chaplain’s fund should be available to him, from which he can make necessary purchases to meet the needs of his office.

The Chaplain should be able to speak in a voice loud enough for all present to hear him. His prayers, Scripture readings and Memorial Messages are important for every ear to hear. When he is performing his duties of his office he should also be given the respect worthy of the same. He should wait for attention and not have to compete with other voices or activities when praying or reading Scripture.
Sample Prayers to open and close a meeting.

At the end of a Moment of silence for Shipmates on Eternal Patrol;

A- Eternal Rest grant unto them, Lord, and may their souls and all the souls of the faithful departed rest in peace, Amen!
B- Bless them and their loved ones and us, their shipmates, now and all through eternity. Amen!
C- Thank you for the memories we have of them. Be with and strengthen their loved ones and us their Shipmates, we pray. Amen!

Opening Prayers:

A- We thank you for the heritage and liberty we enjoy as Americans and for the privilege of having served in the Submarine Service to protect that liberty. We pray Thy blessing and wisdom for our country’s leaders and those chosen to lead our organization and our base. May they seek your guidance as they serve us, our nation and the United States Submarine Veterans. At this time we remember those of our group who are sick, troubled and bereaved. Place your healing hand on their bodies and mind, as we pray. May we feel your presence in this meeting. Make us feel patient with our Shipmates, wise in our deliberations, and bless us during this time together. We offer these prayers in your name. Amen!

B- Our Heavenly Father:
We come to you at this time to ask your blessing on our meeting and those present. Thank you for our great country, its leaders and that we are its citizens. Thank you for the United States Submarine Veterans and for the part we play in it. Thank you that we were able to defend and protect the liberty that we hold so dear. Bless our leaders and bless our base officers. Help them with you wisdom to guide our base to greater heights and to grow. May we as members be willing to support them in their efforts and to do our part for the god of our base.
Bless our sick members and those who are troubled and bereaved. May they feel your healing, strength and comfort as we remember them just now. Now lord, we ask that you bless our meeting. Give us patience with each other and help this meeting to be helpful to our organization. These mercies we ask in your name.
Amen!

C- Dear Lord:
We come to you tonight as a thankful people for all your many blessings. May what is accomplished in this meeting be helpful to each of us, our organization, and also our country. Help us to be ever mindful of those in our number who are unable to be with us. Place your hand of healing upon the sick and comfort those who mourn. Bless us each individually and collectively as we endeavor to do something worthwhile in the name of the USSVI. We offer these petitions in Thy Name.
Amen!

Closing prayers:

A- Dear God, our Heavenly Father;
We approach you again at the end of this meeting. We are grateful for the privilege we have of meeting as veterans of the Submarine Service. Bless us as we go our separate ways and give us traveling mercies as we return to our homes and loved ones.
Amen!

B- May the Lord bless thee and keep thee until we meet again.
Amen!

C- God be in our head, and in our understanding;
God be in our eyes, and in our looking.
God be in our mouth, and our speaking.
God be in our hearts, and in our thinking.
God be at our end, and our departing.
Amen!
DUTIES OF THE CHAPLAIN

BASE MEETINGS
Each meeting should be opened with a moment of silence for departed shipmates on eternal patrol. A short opening prayer should be offered and then the salute and pledge to the flag.

The Chaplain should be called to offer a closing prayer or benediction so all may depart in peace and in the words of the lord.

CHAPLAINS TELEPHONE NUMBER
The Chaplain’s telephone number and Email address should be available to all hands so that he can be reached when needed. This information should be in each base newsletter.

VISITING THE SICK
The Chaplain should be prepared to visit sick shipmates at home or in the hospital. A ‘Get Well’ card signed by all attending the meeting should be sent following the meeting.

FUNERALS
The Chaplain should be a leader of a delegation at the funeral of a Shipmate. This service should only be conducted at the request and with the permission of the family and may be held one of the evenings of the wake or visitation at the funeral home, church service or cemetery as requested by the family. In the case of a Jewish member, it could be part of the memorial service of the funeral. (Please refer to appendix 2 of the manual for Jewish services) Many of the Psalms are fitting and comforting as reading at these times, such as 23rd, 121st, ECT. These readings can be followed by a short eulogy. This should be done by the Chaplain or by one of his Shipmates who knew the deceased Shipmate best. The ceremony could then be brought to a close with a prayer, and each Subvet should file past the casket and salute, or signify recognition of, his departed Shipmate. The entire service should take
no more than ten (10) minutes, perhaps less, and always be keyed to comfort the survivors and loved ones of the deceased shipmate.

MEMORIAL SERVICES

NOTE: Review the policy and procedures Manual (PPM) and/or information posted at www.USSVI.org for complete and detailed instructions.

These are conducted annually, if possible abroad a submarine – active, reserve or decommissioned. The afterdeck services well as a gathering place for the guest and leaders. If space is limited and the guest are numerous, seating can be arranged on the dock for guest and the leaders of the service can use the afterdeck.

All military personnel – active and reserve (especially USN) and the public should be invited as many as possible in uniform. The public media should also be invited.

The services may consist of such items as:

- Preliminary music(where possible and available)
- A Prayer,
- The pledge to the flag
- A welcome from the highest ranking base officer present,
- A patriotic hymn,
- A memorial day message from the Chaplain (or invited clergyman), appropriate scripture
- The Navy hymn,
- Calling of the roll of Ships on eternal patrol, adding the names of deceased Shipmates since previous annual memorial service,
- The casting of flowers or wreath on the water, a rifle salute
- A memorial prayer, taps,
- A moment of silent prayer and the benediction

The service should be kept quite brief, approximately forty-five (45) minutes.
Guidelines should be set to help the Chaplain with his work for example –

In case of death:

Prepare Eternal Patrol certificate and provide the Eternal Patrol certificate in person when possible or by mail.

Send a card to the family next of kin. Information for ordering a USSVI card can be found in Appendix 3.

Ask the family if they would desire a memorial service for the shipmate on eternal patrol.

For retired members provide information from the retiree checklist on how to stop the deceased retirement pay. This information is located in Appendix 3.

If the deceased veteran is buried in a private cemetery the family is eligible to receive a head stone or Memorial emblem for the head stone. This information is located in Appendix 3.

In case of illness of a shipmate or his immediate family:

A card, signed by the membership if possible, should be sent to the Shipmate as soon as possible and followed up with other cards if the illness is prolonged. Visit the Shipmate at the hospital or at his home.

Counseling:

There may be occasions when the Chaplain will be called upon by a shipmate to listen to his problems. These problems may be of a very confidential nature. They are never trivial and most certainly are important to the shipmate who carries them. He may not wish to share them with his spouse, Minister/pastor/priest or anyone else but he needs someone to talk to - frequently that someone will often find the answer to his problems by simply talking openly about them to someone he can trust. This part of the Chaplain’s duties should be kept strictly confidential.
Appendix 2 – contains some examples submitted by base Chaplains for Memorial services. These are only guidelines for base Chaplains here are additional items that could be used in base Memorial services:
The National Chaplain has other examples of Memorial services if requested by the base Chaplains there are three Memorial services located in Appendix 2.

Please contact Carl Schmidt National Chaplain 1-(501)-843-7855 Email: bonnynclyde@classicnet.net
Psalm 121

“I will lift up mine eyes unto the hills from hence cometh my help.
My help cometh from the Lord, which made heaven and earth.
He will not suffer thy foot to be moved: he that keepeth will not slumber.
Behold he that keepeth Israel shall neither slumber nor sleep.
The Lord is thy keeper: the Lord is thy shade upon thy right hand.
The suns shall not smit thee by day, nor the moon by night.
The Lord shall preserve thee form all evil: he shall preserve thy soul.
The Lord shall preserve thy going out and thy coming in from this time forth
and, even forevermore.”

Daniel 12:1-3

“And at that time shall Michael stand up, the great prince which standeth for the
children of thy people: and there shall be a time of trouble, such as never was
since there was a nation even to that same time: and at that time thy people shall
be delivered, every one that shall be found written in the book
And many of them sleep in the dust of the earth shall awake, some to everlasting
life, and some to everlasting contempt.
And they that be wise shall shine as the brightness of the firmament: and they
that turn many to righteousness as the stars forever and ever

Selected Scripture verses
(Any or all of these may be used – as desired & appropriate.)

“I would not have to be ignorant, brethren, concerning them which are asleep,
that ye sorrow not, even as others which have no hope”

“Weeping may endure for a night, but joy cometh in the morning.”

“When my heart is overwhelmed, lead me to the rock which is higher than I.”
“My flesh and my heart faileth: but god is the strength of my heart and my portion forever.”

“Yea, though I walk through the valley of the shadow of death, I will fear no evil: for thou art with me; thy rod and thy staff they comfort me.”

“The LORD is my light and my salvation--whom shall I fear? The LORD is the stronghold of my life--of whom shall I be afraid?”

“When thou passest through the waters, I will be with thee.”

“And God shall wipe away all tears from their eyes; and there shall be no more death, neither sorrow, nor crying, neither shall there be any more pain: for the former things are passed away.”

New Testament:

THE GOSPEL OF PROMISE
JOHN 14: 1-6

“Let not your heart be troubled: ye believe in God, believe also in me. In my Father's house are many mansions: if it were not so, I would have told you. I go to prepare a place for you. And if I go and prepare a place for you, I will come again, and receive you unto myself; that where I am, there ye may be also. And whither I go ye know, and the way ye know. Thomas saith unto him, Lord, we know not whither thou goest; and how can we know the way? Jesus saith unto him, I am the way, the truth, and the life: no man cometh unto the Father, but by me.”

FIRST THESSALONIANS 4: 13-18

But I would not have you to be ignorant, brethren, concerning them which are asleep, that ye sorrow not, even as others which have no hope.
For if we believe that Jesus died and rose again, even so them also which sleep in Jesus will God bring with him. For this we say unto you by the word of the Lord, that we which are alive and remain unto the coming of the Lord shall not prevent them which are asleep. For the Lord himself shall descend from heaven with a shout, with the voice of the archangel, and with the trump of God: and the dead in Christ shall rise first: Then we which are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air: and so shall we ever be with the Lord. Wherefore comfort one another with these words.

SAMPLE BENEDICTIONS:

A. The Lord bless thee, and keep thee:
   The Lord make his face shine upon thee,
   And be gracious unto thee:
   The Lord lift up his countenance upon thee,
   And give the comfort and peace, now and forevermore.
   Amen!

B. Dear Heavenly Father;

   In this hour of deepest sorrow, wilt thou be merciful to our departed loved ones and to us.
   Where once we stumbled in the darkness of despair, may Thy light and thy truth lead us all, and may your comfort be ever present.
   We offer this prayer in Thy precious name.
   Amen!

SAMPLE CLOSING PRAYERS:

A. Dear God, our Heavenly Father;
   (Name of Deceased) Instilled excellence in us. We thank you for his life
   We ask your mighty influence to be at work in our lives.
Fill us with the kind of devotion that (Name of Deceased) was to us and ask
Thy divine guidance as we endeavor to do our best to help our fellowman in
the days that lie ahead.
We ask these things in the Name of our Lord.
Amen!

B. Dear God, our Heavenly Father:
We are grateful for the life of the one we honor here tonight and for all the
wonderful memories of him we can hide in our hearts for the days that lie
ahead.
We are especially saddened when we think of our loss, yet rejoicing in the
fact the (First name of the Deceased) is at peace - free from sorrow and pain
– and safe in your everlasting arms of love.
May the Comforter come and remain with the family and each of us, for we
ask these things in Your Holy Name.
Amen!

(Name, Rate, Rank) served his country well and with honor. He stepped into
hazard duty of submarines. He was one of the few chosen for his temperament,
physical fitness, knowledge and ability to be part of a submarine crew as they
shared their skills, daring and nerve under trying circumstances in the face of
death.
Heeding the call to hazardous duty (Full name, rate or rank) was tested and was
not found lacking. His Shipmates found him loyal and trustworthy.

To the family, we offer our condolences. He is now beyond this life on earth but
his memories will be with us forever. As his larger submarine family, we share in
your lives and we offer our assistance to you. Take comfort that he sails in the
company of heroes like himself when we are called to our Final Patrol we will be
there to greet us.

Let us Pray:
We ask that God in his love and mercy may be with us all. May our memories of him never diminish but remain in our hearts. May our love of thee, country and it’s Flag remain steadfast, now and forever.

Amen!

The Lord’s Prayer

Our Father, which art in heaven,
    hallowed be thy name.
    Thy Kingdom come,
    thy will be done,
    in earth as it is in heaven
    Give us this day our daily bread.
    And forgive us our trespasses,
    as we forgive them that trespass against us.
    And lead us not into temptation,
    but deliver us from evil.
    For thine is the kingdom,
    The power, and the glory,
    Forever and ever.
    Amen.

Submariner’s Prayer

Eternal God, whose creative hand turned primeval seas into oceans wide, and whose omnipresent love can be as keenly felt beneath as above their undulating surface; descend with us now into the silent depths as our unfailing guide.

We men of the silent service are grateful to be among the few ever to thrill with the excitement of a dive, and sheer ecstasy of each surfacing. May we never look upon these maneuvers as mere routine, for each is an experience fresh with challenge and no little danger. May we be ever alert to our individual duties realizing that so much depends on our doing our duty without error.

May we remember the new member of our crew who is to make his first descent, and breathe a prayer that he shall be a good submariner. May we, who know what it is to follow a course, also know Him, who said "I am the way." May we, who gulp in hastily the first breaths of fresh air as it rushes down the hatchway following every dive, know also thy refreshing spirit.
May we who know the necessity for companionship feel our partnership with thee when the hatches are dogged and when we are rigged for diving. When all else of the surface world has been closed out, may we feel thee in every compartment, as near to us as throbbing engines, pinging sonar and the hissing of compressed air.

And when, as aging submariners our souls have descended into the depths of eternity, may the final call to us be "Surface, surface, surface," in the name of Him who rides as the unseen crewman on every ship at sea. Amen.

**SUGGESTED POEMS:**

‘ALONG THE GOLDEN STREETS’

Along the golden streets
   a stranger walks tonight
   with wonder in his heart --
   Faith blossomed into sight.

He walks and stops and stares,
   and walks and stares again
   at vistas of loveliness
   beyond the dreams of men.

He who was feeble, weak,
   And shackled to a bed
Now climbs eternal hills
   With light and easy tread.

He has escaped at last
   The cruel clutch of pain;
   His lips shall never taste
   Her bitter cup again.

Oh never call him dead,
   This buoyant one and free,
   Whose daily portion is
   Delight and ecstasy!
He bows in speechless joy
before the feet of Him
whom, seeing not, he loved
While yet his sight was dim.

Along the golden streets
No stranger walks today,
But one who, long homesick,
Is home at last, to stay!

**He Is Just Away**

I cannot say, and I will not say....
that he is dead...
he is just away!

With a tilt of his head, and a wave of his hand.....
he has wandered off to an unknown land......
and leaves us thinking, how fair, that land must be.....
since he lingers there.

Always know...
do not fear....
he loves us, there,
as he loved us here.

And therefore I just cannot say....
that he is dead.....
he is just away!

**“WHAT HATH PROMISED”**

God has not promised
Skies always blue,
Flower-strewn pathways
   All our lives thro’;
God has not promised
   Sun without rain,
Joy without sorrow,
   Peace without pain.

God has not promised
   We shall not know
Toil and temptation,
   Trouble and woe;
He has not told us
   We shall not bear
Many a burden,
   Many a care.

But God has promised
   Strength for the day,
Rest for the laborer,
   Light for the way,
Grace for the trials,
   Help from above,
Unfailing sympathy,
   Undying love.

“Author Unknown”

It's hard to see tomorrow when
someone you love is gone.
And it's harder still to realize
that your life will still go on.
But the Lord won't give you burdens
which He knows you cannot bear,
and He will not leave you comfortless...
you'll always find Him there.

We're all our Father's children,
here on earth and up above,
and your loved one now walks
close to God, surrounded by His love.
Courage Runs Deep

Memories are precious
Little Treasures of the past
Though man and time may change things
These treasures always last.
You volunteered for service
Your country to defend
To keep your loved ones safe from harm
You’d help this war to end
You fought beside your buddies,
A bond that still remains.
Your gallantry’s still talked about
Your losses and your gains.
Then one day out in battle
God watched and said “No More!”
“these men who fought so bravely
Shall reach a different shore.”
So now we know you’re safely home
Continue on in sleep.
Your bravery shown you’re honored still
As courage does run deep

By: Irma Goodenow

THANK GOD I’M A SUB VETS WIFE

Now as I laid me down to sleep
I tossed and turned and counted sheep;
I prayed about the things in life
Thanked God I’m a sub-vets wife
If not for him I’d not be here
To make new friends from far and near;
This sailor man he changed my life;
Thank God I’m a sub-vet’s wife
As silent service they are known
A special bond that’s all their own;
They tell their tales and sometimes jive
Thank God I’m a sub-vet’s wife
Now when they heard the klaxon’s dive
Their job was not from nine to five;
For each of us they gambled life
Thank God I’m a sub-vet’s wife
Let’s not forget when we take roll
Those gallant men still on patrol;
And those who’ve since departed life
They too once had a sub-vet’s wife
And then I turned and watched him sleep
“Dear Lord” I prayed, “My sub-vet keep”;
We’ve been a pair through love and strife
Thank God I’m a sub-vet’s wife
By: Irma Goodenow

**FINAL PATROL**

I have one consolation that lives with me today.
That God is near to them, in his own special way.
So God in all Your mercy, keep near Thyself the soul,
Of every Submariner, still on his final patrol.

Lord, this departed shipmate with dolphins on his chest
is part of an outfit known as the best.
Make him welcome and take him by the hand.
You'll find without a doubt he was the best in all the land.

So, heavenly Father add his name to the roll
of our departed shipmates still on patrol.
Let them know that we who survive will always keep their memories alive.
WHEN I AM GONE

Release me, let me go.
I have so Many things to see and do.
You mustn't tie yourself to me with tears,
Be happy that we had so many years.

I gave you my love and you can only guess,
How much you gave me in happiness.
I thank you for the love you each have shown,
But now it's time I traveled on alone.

So grieve awhile for me, if grieve you must
then let your grief be comforted by trust.
It's only for awhile that we must part
So bless the memories whitin your heart.

I won't be far away, for life goes on,
So, if you need me, call and I will come.
Though you can't see or touch me, I'll be near,
and if you listen with your heart,
you'll hear all my love around you soft and clear.

And then, when you must come this way alone,
I'll greet you with a smile and say, welcome home.
By: Jing Jing Feb. 23 2008
Eternal Patrol

My soul is at rest
In the depths of the sea.
I’m in another harbor –
No use looking for me.
Won’t be found
In water this deep.
The Supreme Commander
Has my soul to keep.
I have no pain
So don’t cry for me
While I’m on eternal patrol
In the depths of the sea.
Shipmates surround me
Who’ve gone on before.
They stand at the gate
To open the door.
The time passes quietly,

And ever so slow,

Spending time with Davy Jones

On eternal patrol.

The quiet has started.

I have found my peace.

It’s all that I wanted

To know you loved me

And will let me go

Here in the deep.

Jon Jaques NSVC
APPENDIX I

Memorial Services Submitted by USSVI Chaplains

FUNERAL SERVICE
(This can be used at the funeral home Church service or at the Burial Service.)

To the family of (Rating Full Name) and all of (Full Name)’s cherished friends. I am humbled to speak to you of (First Name Last Name) as well as honored to remember him with these words of hopeful comfort. Now as a Chaplain of the United States Submarine Veterans, (Base Name) organization, I would like to offer these simple words and prayers in honor of our shipmate (First Name/Nickname).

Let us pray:
Dear Heavenly Father in this hour of deepest sorrow, wilt thou be ever so merciful to our departed loved one and brother, and to us gathered here, where we once stumbled in the darkness of despair, may thy light and truth lead us, and may your comfort be forever present in the same way (First Name) instilled excellence in us. We thank you, lord for his life. We ask your mighty influence to be at work in our lives.
Amen!

In a simple statement of sailors around the world, especially our United States Submarine Service: From all walks of life, from the different shores, from the plains, from the woods, the mountains and desert we all ventured out to the sea. We all mustard at Basic Enlisted Submarine Service, and became “Brothers of the Dolphin” – “Brothers for life.”

As strangers mixed together, we learned well that we were not alone in our unique positions in life. A bond formed and a “Brotherhood” realized, for in those moments together in solitary confinement of a submerged at sea lifestyle, we
recognized that no race, creed, religious beliefs could evermore not separate us from each others’ sincere bond.

Those of us remaining gently await for our final deployment to meet our Supreme Commander. (First Name/Nickname), as you enter into Eternal Deployment, may you be met with fair winds, following seas, bright stars to set the proper course, and on the “Staff of the Supreme Commander.” There is a port of no return, where ships may ride at anchor for a little space, and then, some starless night, the cable slips leaving an eddy at the mooring place… Gulls veer no longer. No tangled wreckage will be washed ashore. Sailor, rest your oar, (First Name). may our heavenly father take you (First Name) from this life, and place you in the comfort of Eternal Peace and Rest.

Now, a reading from the Book of Proverbs, Chapter 16, of the Old Testament: “By mercy and truth iniquity is purged: and by the fear of the Lord, men depart evil. When a man’s ways please the Lord, he maketh even his enemies to be at peace with him. Better is a little with righteousness than great revenues without right. A man’s heart deviseth his way: but the lord directeth his steps.”

As we again, lift Your Name in prayer in this difficult hour, we also are in hope that Your Spirit is with us and will give us comfort and peace. We are grateful for the wonderful memories we have of (First Name) and for the inspiration he has been to us all. We are in hope that Our Lord, as we know him, will bless each one of us as we reluctantly say farewell to the one who we all loved and may special blessings be laid upon his loved ones and friends.

A reading from the New Testament, the Gospel of Promise, in the book of John, Chapter 14:
“Let not your heart be troubled: ye believe in God, believe also in me. In my Father's house are many mansions: if it were not so, I would have told you. I go to prepare a place for you. And if I go and prepare a place for you, I will come again, and receive you unto myself; that where I am, there ye may be also. And whither I go ye know, and the way ye know. Thomas saith unto him, Lord, we know not
whither thou goest; and how can we know the way? Jesus saith unto him, I am the way, the truth, and the life: no man cometh unto the Father, but by me.”

LET US PRAY:
Fill us with the kind of devotion that (First Name) had. We thank you for the example that (First Name) was to us and ask thy divine guidance as we endeavor to do our best to help our fellow man in the days that lay ahead.

Dear God, our Heavenly Father: we are grateful for the life of the one we Honor here today, and for the wonderful memories of him we can hide in our hearts for the days that lay ahead of our loss, yet, rejoice in the fact that (First Name) is at peace – free from sorrow and pain – and safe in your Everlasting arms of love. Eternal Rest grant unto (Full Name), Lord may his soul and the souls of the faithful departed, rest in peace
Amen
(MAKE ANY PRESENTATION TO THE FAMILY)

Submitted by: Peter Joy
Thresher Base Chaplain

SERVICE FOR THE COMMITTAL OF A PERSON OF THE CATHOLIC CHURCH

During the committal service, service, stand near the head of the casket and face in such a way that you will be heard by all present and read all or part of the following:

Scripture:
From St. John 11: 21-27
Then said Martha unto Jesus, Lord, if thou hadst been here, my brother had not died. But I know, that even now, whatsoever thou wilt ask of God, God will give it thee. Jesus saith unto her, Thy brother shall rise again. Martha saith unto him, I know that he shall rise again in the resurrection at the last day. Jesus said unto her, I am the resurrection, and the life: he that believeth in me, though he were dead, yet shall he live: And whosoever liveth and believeth in me shall never die. Believes thou this? She saith unto him, Yea, Lord: I believe that thou art the Christ, the Son of God, which should come into the world.

From the Sailor’s Psalm
Psalm 107: 23-31
Some went down to the sea in ships
And plied their trade in deep waters;
They beheld the works of the Lord
And his wonders in the deep.
Then he spoke, and a stormy wind arose,
Which tossed high the waves of the sea.
They mounted up to the heavens
And fell back to the depths;
Their hearts melted because of the peril.
They reeled and staggered
And were at their wits’ end.
Then they cried to the lord in their trouble,
And he delivered them from their distress.
He stilled the storm to a whisper
And quieted the waves of the sea.
Then were they glad because of the calm,
Let them give thanks to the lord for his mercy
Enjoy quiet harbors and fair winds and may the Supreme Commander continue to hold (First Name) in The palm of his hand. Amen

**The Sailor’s 23 Psalm**

The Lord is my pilot, I shall not go adrift;
He lighteth my passage across dark channels;
He steereth me through the deep waters,
He keepeth my log.

He guideth me by the evening star for my safety's sake.
Yea, though I sail mid the thunders and tempests of life,
I shall fear no peril, for Thou art with me,
Thy stars and heavens, they comfort me.
The vastness of thy sea upholds me.

Surely fair winds and safe harbors shall be found
All the days of my life;
And I shall moor, fast and secure, forever.

Amen.

The following shall always read:

    Our Father, which art in heaven,
    hallowed be thy name.
    Thy Kingdom come,
    thy will be done,
    in earth as it is in heaven
    Give us this day our daily bread.
    And forgive us our trespasses,
    as we forgive them that trespass against us.
    And lead us not into temptation,
    but deliver us from evil.
    For thine is the kingdom,
    The power, and the glory,
    Forever and ever.
    Amen.

**The Committal:**

O Lord, we commend to thee the soul of thy servant (First Name), that, having departed from this world, he may live with thee. And by the grace of thy merciful life, wash the sins that in human frailty he committed in the conduct of his life.
Through Christ our Lord Amen
Come to his aid, O saints of God; hasten meet him, angels of the Lord; Taking up his souls, presenting it in sight of the most high. May you be received by Christ, who has called you; and may the angels bring you; into the bosom of Abraham.

The Benediction:
Eternal rest grant to him, O lord. And let perpetual light shine upon him. May he rest in peace. Amen. May his soul and the souls of all the faithful departed, through the mercy of God rest in Peace. Amen.

Submitted by: Janet Irvin
Albany/ Saratoga Base Chaplain

**Jewish Memorial Service**


Memorial Service (Yizkor)

Lord what is man, that thou regardest him, or the son of a mortal man, that thou takest account of him?
Man is like a breath; his days are as passing as a shadow.
In the morning he flourishes and grows up; in the evening he is cut down and withers.
So teach us to number our days, that we may attain a heart of wisdom.
Mark the man of integrity, and be hold the upfight; for there is a future for the man of peace.
But God will redeem my soul from the power of the grave; for He shall receive me. (Selah)
My flesh and my heart fail; but God is the strength of my heart and my portion forever. And the dust returns to earth as it was but the spirit returns unto god who gave it. I shall behold thy face in righteousness’ I shall be satisfied, when I awake, with Thy likeness.
Prayer for the Departed

O God who art full of compassion, who dwellest on high, grant perfect rest beneath the shelter of thy Divine presence, in the exalted places among the holy and pure, who shine as the brightness of the firmament to ____________ who has gone to his eternal home. In his memory I make my offering for deeds of kindness. O Lord of compassion, shelter him evermore under the cover of thy wings, and may his soul be bound up in the bond of life, and may he repose in peace in the resting place; and let us say, Amen.

MEMORIAL PRAYER FOR SERVICEMEN

O God Supreme who art full of compassion, to all who have bravely lain down their lives for our country grant perfect rest under the wings of thy divine presence, in the celestial realm of the holy and pure shining as the luminous firmament. We pray thee, be bound up in the bond of life eternal, with the souls of the righteous who are ever with thee.

And the work of righteousness shall be peace, and the effect of righteousness, quietness and confidence forever. Nation shall not lift up sword against nation, neither shall they learn war anymore. Then the glory of the Lord shall be revealed, and all flesh shall see it together. Amen

2. Taken from – Dignity memorial Services web site

El Moleh Rachamin

O God, full of compassion, Thou who dwellest on high! Grant perfect rest beneath the sheltering wings of Thy presence, among the holy and pure who shine as the brightness of the firmament unto the soul of who has gone unto eternity. Lord of mercy, bring him under the cover of Thy wings, and let his soul be bound up in the bond of eternal life. Be thou his possession, and may his repose be peace, Amen.

PSALM23

The LORD is my shepherd; I shall not want.
He makes me lie down in green pastures.
He leads me beside still waters.
He restores my soul.
He leads me in paths of righteousness
for his name's sake.
Even though I walk through the valley of the shadow of death,
I will fear no evil,
for you are with me;
your rod and your staff,
they comfort me.
You prepare a table before me
in the presence of my enemies;
you anoint my head with oil;
my cup overflows.
Surely goodness and mercy shall follow me
all the days of my life,
and I shall dwell in the house of the LORD forever.

(Yizkor)
In Memory of the Dear Departed Ones

May God Remember the soul of my beloved Shipmate (Name) who has passed to eternal rest. I pledge charity in his behalf and pray that his soul be kept among the immortal souls of Abraham, Isaac, Jacob, Sara, Rebekah, Rachel, Leah, and all the righteous men and women in paradise. Amen.

All Americans should be given this lesson. Those who think that America is an arrogant nation should really reconsider that thought. Our founding fathers used GOD's word and teachings to establish our Great Nation and I think it's high time Americans get re-educated about this Nation's history. Pass it along and be proud
of the country we live in and even more proud of those who serve to protect our "GOD GIVEN" rights and freedoms.

I hope you take the time to read this..... To understand what the flag draped coffin really means..... Here is how to understand the flag that laid upon it and is surrendered to so many widows and widowers.

Do you know that at military funerals, the 21-gun salute stands for the sum of the numbers in the year 1776?

Have you ever noticed the honor guard pays meticulous attention to correctly folding the United States of America Flag 13 times? You probably thought it was to symbolize the original 13 colonies, but we learn something new every day!

The 1st fold of the flag is a symbol of life.

The 2nd fold is a symbol of the belief in eternal life.

The 3rd fold is made in honor and remembrance of the veterans departing the ranks who gave a portion of their lives for the defense of the country to attain peace throughout the world.
The 4th fold represents the weaker nature, for as American citizens trusting in God, it is to Him we turn in times of peace as well as in time of war for His divine guidance.

The 5th fold is a tribute to the country, for in the words of Stephen Decatur, "Our Country, in dealing with other countries, may she always be right; but it is still our country, right or wrong."

The 6th fold is for where people's hearts lie. It is with their heart that They pledge allegiance to the flag of the United! States Of America, and the Republic for which it stands, one Nation under God, indivisible, with Liberty and Justice for all.

The 7th fold is a tribute to its Armed Forces, for it is through the Armed Forces that they protect their country and their flag against all her enemies, whether they be found within or without the boundaries of their republic.

The 8th fold is a tribute to the one who entered into the valley of the shadow of death, that we might see the light of day.

The 9th fold is a tribute to womanhood, and Mothers. For it has been through their
faith, their love, loyalty and devotion that the character of the men and women who have made this country great has been molded.

The 10th fold is a tribute to the father, for he, too, has given his sons and daughters for the defense of their country since they were first born.

The 11th fold represents the lower portion of the seal of King David and King Solomon and glorifies in the Hebrews eyes, the God of Abraham, Isaac and Jacob.

The 12th fold represents an emblem of eternity and glorifies, in the Christians eyes, God the Father, the Son and Holy Spirit.

The 13th fold, or when the flag is completely folded, the stars are uppermost reminding them of their nations motto, "In God We Trust."

After the flag is completely folded and tucked in, it takes on the appearance of a cocked hat, ever reminding us of the soldiers who served under General George Washington, and the Sailors and Marines who served under Captain John Paul Jones, who were followed by their comrades and shipmates in the Armed Forces of the United States, preserving for them the rights, privileges and freedoms they enjoy today.

There are some traditions and ways of doing things that have deep meaning. In the future, you'll see flags folded and now you will know why.

Share this with the children you love and all others who love what is referred to, the symbol of "Liberty and Freedom."
Appendix II

CHRISTMAS PRAYER

HEAVENLY FATHER, BLESS THIS GATHERING OF SUBMARINERS, THEIR WIVES, SWEETHEARTS, FAMILY, AND ALL OTHER HONORED GUESTS. TO OUR ANNUAL CHRISTMAS DINNER AND PARTY.

THIS JOYOUS TIME OF THE YEAR IS CELEBRATED BY THE JEWISH FAITH WITH THEIR HOLY DAYS OBSERVANCES. IT IS ALSO THE TIME OF YEAR WE REMEMBER THAT A CHILD WAS BORN, CALLED JESUS OF NAZARETH. HIS TEACHINGS HERE ON EARTH, CREATED THE WORLD OF CHRISTIANITY. A RELIGION EMBRACED BY MANY.

IT IS ALSO A TIME OF GIVING FROM THE HEART. ESPECIALY TO THOSE LESS FORTUNATE THAN OURSELVES.

LET THIS HOLIDAY SEASON BRING HAPPINESS AND GOOD WILL TO ALL, BOTH NOW AND IN THE YEARS TO COME.

BLESS THIS FOOD WHICH WE ARE ABOUT TO PARTAKE AND ENJOY WITH BOTH FRIENDS AND FAMILY ALIKE.

AND AS WE LEAVE EACH OTHERS COMPANY, AND WEND OUR WAY HOME AFTER TODAY’S FESTIVITIES. PROTECT US FROM THE HAZARDS OF TRAVEL AND GRANT US A SAFE JOURNEY TO OUR FAMILY AND LOVED ONES WHO AWAIT OUR RETURN.

THESE BLESSINGS WE ASK IN YOUR NAME!

"AMEN"

CJ Glassford
San Diego Base Chaplain
2010

“SUBMARINE BIRTHDAY BALL “ “INVOCATION “

HEAVENLY FATHER, LOOK DOWN WITH FAVOR UPON THESE UNDERWATER SAILORS, THEIR WIVES, SWEETHEARTS, FAMILY, AND ALL OTHER HONORED GUESTS, GATHERED HERE TOGETHER,

TO CELEBRATE OUR ONE HUNDRED AND ELEVENTH BIRTHDAY, OF OUR ACCEPTANCE INTO THE UNITED STATES NAVAL FIGHTING FORCES.

SOME OF THE FINEST SUBMARINE SAILORS IN THE WORLD ARE ASSEMBLED HERE TONIGHT FOR THIS JOYOUS OCCASION.

LET US NEVER FORGET OUR SHIPMATES WHO ARE FOREVER ENTOMBED IN THEIR STEEL COFFINS THROUGHOUT THE OCEANS OF THE WORLD, WHO CAN NOT BE WITH US TO ENJOY THE FESTIVITIES PLANNED FOR THIS EVENING. NOR OUR SUBMARINERS ON DEPLOYMENT AROUND THE GLOBE, TO ENSURE THE FREEDOM THAT WE AS AMERICANS, CHERISH SO DEARLY, IN OUR EVERYDAY LIVES.

MAY WE COUNT OUR BLESSINGS AS SUBMARINERS, AND HONOR AND RESPECT THE DEDICATION TO DUTY, OF OUR SAILORS PAST AND PRESENT, WHOSE MOTTO HAS, AND ALWAYS WILL BE.

“ PRIDE RUNS DEEP “

LET US PRAY THAT SOON THE WORLD WILL BE AT PEACE ONCE AGAIN, AND THAT OUR SAILORS, SOLDIERS, MARINES, AND AIRMEN, WILL BE ABLE TO RETURN TO THIS GREAT LAND WE CALL

“ AMERICA “, TO ENJOY THE FREEDOM SO RICHLY DESERVED BY THE EFFORTS AND SACRIFICES OF THE MEN AND WOMEN OF OUR NATION’S MILITARY FIGHTING FORCES :

DEAR LORD, AS WE LEAVE EACH OTHERS COMPANY THIS EVENING AND WEND OUR WAY HOME, PROTECT US FROM THE
HAZARDS OF TRAVEL ON OUR BUSY STREETS AND HIGHWAYS.
GRANT US SAFE JOURNEY TO OUR FAMILIES AND LOVED ONES WHO
Await OUR RETURN

THESE BLESSINGS WE ASK IN YOUR NAME. “AMEN”

CJ Glassford

Heavenly Father,
grant a courageous heart,
a quick mind,
and a serene spirit
to those now in our armed forces,
ready to offer their talents,
And if necessary their lives,
for the cause of truth, justice and liberty.

Keep them close to You
in every way.

Make them always,
even in difficult circumstances,
true witnesses to Your
goodness, love and compassion.
And finally, bring them safely back
to their homes and families.

Amen.
Bless those who serve beneath the deep,
Through lonely hours their vigil keep.
May peace their mission ever be;
Protect each one we ask of thee.
Bless those at home who wait and pray
For their return by night or day.

ETERNAL God, Creator of the vast, boundless heavens, and the raging tumult of the seas,
grant your most gracious protection to the officers and crews of our fleet,
and of all other vessels now engaged in active military service.
Preserve them from the dangers of the sea and from the violence of freedom's enemies;
give them victory in their various efforts, and safety and success in all their undertakings,
that they may be a safeguard for this great nation.
We give thankful remembrance of your mercies
for those who have gone before us and now sail in the vastness of your glory on eternal patrol.
We stand before you humbled by their service
and ask that you hear us in your great an merciful name.
Amen.

Fr. Aaron S. Peters
Almighty and Eternal God,

Bless all who are present here this day, and all our brothers who could not be present.

We have tolled the bell for all our lost shipmates and the boats on which they now sail on eternal patrol.

We thank you for their service to our nation in its efforts for peace and freedom for all.

We ask special protection on all those who now sail through the darkness and silence of the unknown deep.

May the history of the Silent Service be their measure and success both now and in the future.

Grant your blessing to our nation and all its elected officials.

Bless, as well, all those who have worked so diligently to make the Submarine Service place of brotherhood.

Keep us all in your grace and care. We make this prayer in your great and Holy Name, you who are God forever and ever.

Amen

Fr. Aaron S. Peters

Almighty God,

You guide everything in wisdom and love.

We have gathered here on the beautiful day which you have made to toll the bell in solemn memory of our fallen shipmates who now sail their boats on eternal patrol beneath the waters of heaven.
Accept our prayers which we offer for them, for our nation, and for all freedom loving people.

By the wisdom of our leaders and the integrity of our citizens, may harmony and justice be secured with lasting prosperity and peace.

We make this our prayer, Lord,

You who are God now and forever.

Amen.

Fr. Aaron S. Peters

Lord and Master of the Land, Sea and Air,
The United States is a nation of varied peoples and nationalities, but You make us one family.

Throughout our history, a select few have stepped forward time and again to defend our country from aggression and malice.

Thank You for the selfless sacrifices these men and women have made to serve the cause of freedom, truth, and peace.

We honor and revere these veterans today: those who rest in honored glory, those who still suffer from the wounds of war, and those who, with us, enjoy the blessing of living in the land of the free and the home of the brave.

Help us to remember them, to pray for them, and to care for them.

Please bring all our departed veterans into Your Kingdom,
and console their families with Your undying love.

Send forth Your Spirit to heal those wounded in body and soul,
and grant them the satisfaction of having served You even as they have served us.

Almighty Father, we can never thank You enough for the privilege of living in America,
where we still enjoy the gifts of life, liberty, and the pursuit of happiness.
May we diligently work to keep these rights available to all. In Jesus' name we pray.

Amen.

Fr. Aaron S. Peters

I understood God to say,
‘you need a miracle tomorrow’

So here goes prov. 29:25
You never know
When god is going to bless you!!
Good things happen when
You least expect them to
Dear lord, I thank you for this day,
I thank you for my being able to see
And to hear this in the morning
I’m blessed because. You are
A forgiving God and an understanding God…
You have done so much for me
And you keep on blessing me.
Forgive me this day for everything
I have done, said or thought
That was not pleasing to you…
I ask now for your forgiveness.

Please keep me safe
From all danger and harm.

Help me start this day
With a new attitude and plenty of gratitude.
Let me make the best of each and every day
To clear my mind so that I can hear from you.

Please broaden my mind
That I can accept all things.

Let me not whine and whimper
Over things I have no control over.
And give me the best response
When I’m pushed beyond my limits.

I know that when I can’t pray,
You listen to my heart.

Continue to use my heart.
Continue to use me to do your will.
Continue to bless me that I may be
A blessing to others.

Keep me strong that I may help the weak…
Keep me uplifted that I may have
Words of encouragement for others.

I pray for those that are
Lost
And can’t find their way.

I pray for those that are misjudged
And misunderstood.

I pray for those who
Don’t know you intimately.

I pray for those that will delete this
Without sharing it with others
I pray for those that don’t believe
but I thank you that I believe.
That god changes people and god changes things.
   I pray for all my sister and brothers.
For each and every family members
   In their households.
   I pray for peace, love and joy
In their homes; that they are out of debt
   And all their needs are met.
I pray that every eye that reads this
Knows there is no problem, circumstance,
   Or situation greater than God.
Every battle is in your hands for yours to fight.
   I pray that these words be received
Into the hearts of every eye that sees it
   Amen!

Author Unknown
Shipmate,

For some time there has been interest expressed in USSVI making a submarine themed greeting card available to the bases and members for their use.

I’m glad to tell you such a card is now available for purchase in lots of 25 ea and can be used for such things as a 'binnacle list' get well, ‘eternal patrol’ sympathy, birthday greetings or for general correspondence between submariners.

The card size is 5.5 inches by 8.5 inches and includes an envelope. The front cover of the card is of a underwater WWII diesel submarine.

Inside, directly in back of the front cover is an enlarged USSVI emblem. The inside lower part of the card is blank to allow any suitable message to be written by the Base representative. (This is what makes it a multiple purpose card.)

These cards and envelopes can be purchased in lots of 25 ea for $31.00, which also includes the cost of shipping.

Because we believe these cards will mostly be used for chaplain type purposes, Carl Schmidt (our National Chaplain), will be the point of ordering.

To order, please make your check out to USSVI for $29.95 and mail it to:

Carl Schmidt
National Chaplain USSVI
23 Rockwood Road
Cabot, Arkansas 72023

Be sure to identify your base name and the address where the cards are to be sent.

To see the face of this card, follow the link:
Retiree checklist: What survivors should know

Shift Colors periodically provides a checklist for retirees and their surviving family members. This checklist is designed to provide retirees and their loved ones with some help in preparing for the future.

___ Create a military file that includes a copy of retirement orders, separation papers, DD Form 214, medical records, and any other pertinent military paperwork. Make sure your spouse knows the location and telephone number of the nearest military installation.

___ Create a military retired pay file that includes the following contact information for the Defense Finance and Accounting Service (DFAS) and Navy Personnel Command:

Defense Finance and Accounting Service

U S Military Retirement Pay

Post Office Box 7130

London, KY 40742-7130

(800) 321-1080 or (216) 522-5955/(800) 269-5170 (for issues regarding deceased members)

Navy Personnel Command (N135C)

Retired Activities Branch

5720 Integrity Drive

Millington, TN 38055-6220

(This file should also include the number of any pending VA claim as well as the address of the local VA office; a list of deductions currently being made from retired pay or VA benefits. Also include the name, relationship and address of the person you have designated to any unpaid retired pay at the time of death. This designation is located on the back of your Retiree Account Statement)
___ Create an annuities file. This file should information about the Survivor Benefit Plan (SBP), Reserve Component Survivor Benefit Plan (RCSBP) or the Retired Serviceman’s Family Protection Plan (RSFPP), or any applicable Civil Service annuity, etc. Additional information regarding SBP, RCSBP and RSFPP annuity claims can be obtained from DFAS office at (800) 321-1080.

___ Create a personal document file that has copies of marriage certificates, divorce decrees, adoptions and naturalization papers.

___ Create an income tax file. Include copies of both of your state and federal income tax returns.

___ Create a property tax file. Include copies of tax bills, deeds and any other related documents/information.

___ Create an insurance policy file. Include life, property, accident, liability and hospitalization policies.

___ In a secure location, maintain a list of all bank accounts (joint or individual). Include the location of all deposit boxes, savings bonds, stocks, bonds and any securities owned.

___ In a secure location, maintain a list of all charge accounts and credit cards. Include account numbers and mailing addresses.

___ Maintain a list of all associations and organizations of which you are a member. Some of them could be helpful to your spouse.

___ Maintain a list of all friends and business associates who may be helpful. Include name, address and telephone number.

___ Discuss your plans/desires with respect to the type and location of your funeral service. You should decide about cremation, which cemetery, ground burial, etc. If your spouse knows your desires, it will resolve some of the questions that might arise at a later date.

___ Visit a local funeral home and pre-arrange your services. Many states will allow you to pre-pay for services.

___ Investigate the decisions that you and your family have agreed upon. Many states have specific laws and guidelines regulating cremation and burials at sea. Some states require a letter of authority signed by the deceased in order to
authorize a cremation. Know the laws in your specific area and how they may affect your decisions. Information regarding Burials at Sea can be obtained by phoning the Mortuary Affairs Division at (866) 787-0081.

___ Once your decisions have been made and you’re comfortable with them, have a will drawn up outlining all your wishes and store it in a secure location with your other paperwork.

___ When all the decision-making and documenting is completed, sit back and continue to enjoy life.

**Who should be notified in the event of my death?**

1. Defense Finance and Accounting Service (800) 321-1080 or (216) 522-5955
2. Social Security Administration (for death benefits) - (800) 772-1213
3. Department of Veterans Affairs (if applicable) – (800) 827-1000
4. Office of Personnel and Management (if applicable) - (724) 794-8690
5. Any fraternal group that you have membership with such as MOOA, FRA, NCOA, VFW, AL, TREA, Submarine Veterans (USSVI)
6. Any previous employer that provides pension or benefits.

The above information is not all-inclusive and should be used with other estate planning tools to lessen trauma to your loved ones.

**How to Report a Retiree’s Death.**

Navy retired pay ends when the retiree dies. Survivors must promptly report a retiree’s death to help avoid delays and possible financial hardship to surviving annuitant beneficiaries, family members or executors who will be required to reimburse any retired pay overpayments.

Please follow the steps below to report the death of a military retiree:
Step 1 - Notify the Defense Finance and Accounting Service (DFAS) Casualty Care Team at 1-800-321-1080. Please have the retiree’s Social Security Number and the date of death when you call.

For customers located overseas, the commercial number is 216-522-5955, select option 3 to be directed to the appropriate representative.

Upon notification, DFAS will begin to close out the pay account to prevent any overpayments.

Step 2 - Contact your financial institution and inform them of the death of the retiree.

Step 3 - Within 7-10 business days of reporting the death to DFAS, you should receive a condolence letter.

If the member is due arrears of pay you will also receive a Claim for Unpaid Compensation of Deceased Member of the Uniformed Service (SF 1174).

If the decedent was enrolled in the Survivor Benefit Plan or the Retired Serviceman's Family Protection Plan, you should also receive an Annuity Care Package for completion and return.

Step 4 - Complete the SF 1174 you received with your condolence letter and return with a copy of the retiree's Death Certificate that reflects cause of death to:

DFAS U.S. Military Retired Pay
P.O. Box 7130
London, KY 40742-7130
Fax: 800-469-6559

If you need assistance completing your claim form please contact the DFAS call center at 800-321-1080. You can also contact Navy Retired Activities by calling the Navy Personnel Command Customer Service Center at 866-827-5672 and asking for extension 4308.

Contact List: In addition to notifying DFAS, you should also notify the following agencies/departments as soon as possible:

- Social Security Administration at 800-772-1213.
• Defense Enrollment Eligibility Reporting System at 800-538-9552.
• Department of Veterans Affairs (VA) at 800-827-1000 for military retirees receiving disability compensation.
• Office of Personnel Management at 888-767-6738 if the member was a current or retired federal civilian employee.
• VA at 800-669-8477 for retirees enrolled in a VA-sponsored life insurance policy, such as National Service Life Insurance.
• Office of Service member’s Group Life Insurance at 800-419-1473 for retirees enrolled in Veteran's Group Life Insurance.

Families and executors may also receive assistance with administrative requirements from a Casualty Assistance Officer or Retired Activities/Affairs Office if available from a military installation nearby.

**Medallion Benefit**

The Department of Veterans Affairs provides a medallion, by request, to be affixed to an existing privately purchased headstone or marker to signify the deceased's status as a Veteran. This new product is furnished in lieu of a traditional Government headstone or marker for those Veterans whose death occurred on or after Nov. 1, 1990, and whose grave in a private cemetery is marked with a privately purchased headstone or marker.

The medallion is available in three sizes: 5 inches, 3 inches and 1 ½ inches. Each medallion will be inscribed with the word “VETERAN” across the top and the branch of service at the bottom.

Once a claim for a medallion is received, approved and processed, VA will mail the medallion along with a kit that will allow the family or the staff of a private cemetery to affix the device to a headstone, grave marker, mausoleum or columbarium niche cover.

**Important:** This benefit is only applicable if the grave is marked with a privately purchased headstone or marker. In these instances, eligible Veterans are entitled to either a traditional Government-furnished headstone or marker, or the new medallion, but not both. For family members of eligible Veterans interested in submitting a claim for the new medallion, instructions on how to apply for a medallion will be updated on NCA’s web site at www.cem.va.gov/hm_hm.asp. Until a new form specifically for ordering the medallion is available, use VA Form 40-1330; Application for Standard Government Headstone or Marker. Fill the form
out completely with the exception of blocks 11 (Type of Headstone or Marker Requested) and 27 (Remarks). Leave block 11 blank. In block 27 put the word Medallion followed by the size requested. For example; use “Medallion 5 inch” to request a 5 inch medallion.

**Q&A About VA's Medallion Benefit**

**Q: What is a medallion?**

A VA furnished medallion is a device made of bronze that can be affixed to an existing privately purchased headstone or marker for veterans interred in a private cemetery. Its purpose is to signify the deceased's status as a Veteran. The medallion is available in three sizes: 5 inches, 3 inches, and 1 ½ inches. Each medallion will be inscribed with the word VETERAN across the top and the branch of service at the bottom.

**Q: Who is eligible for a medallion?**

The medallion may be furnished in lieu of a traditional government headstone or marker for all deceased other than dishonorably discharged Veterans that died on or after Nov. 1, 1990, and whose grave in a private cemetery is marked with a privately purchased headstone or marker.

**Q: Can I receive both a medallion and a headstone/marker?**

Eligible Veterans are entitled to either a traditional government-furnished headstone or marker, or the medallion, but not both.

**Q: How will the medallion be affixed on the private headstone?**

The medallion is mailed without charge to the Veterans’ next of kin or authorized representative. Appropriate affixing adhesives, hardware and instructions are included with the medallion. VA is not responsible for costs to affix the medallion on the privately purchased headstone or marker.

**Q: What are the advantages of ordering a medallion in lieu of a headstone/marker?**

1) Made of bronze, will not be damaged during shipment
2) No setting fee – the medallion can be easily affixed to a privately purchased headstone by anyone
3) Some cemeteries only allow one headstone per grave, thus eliminating a standard marker to be used as a footstone. The medallion is another option of identifying a grave as that of a Veteran.

**Q: How do I order a medallion?**
For family members of eligible Veterans interested in submitting a claim for the new medallion, instructions on how to apply for a medallion will be updated on NCA’s web site at www.cem.va.gov/hm_hm.asp. Until a new form specifically for ordering the medallion is available, use VA Form 40-1330; Application for Standard Government Headstone or Marker. Fill the form out completely with the exception of blocks 11 (Type of Headstone or Marker Requested) and 27 (Remarks). Leave block 11 blank. In block 27 put the word Medallion followed by the size requested. For example; use “Medallion 5 inch” to request a 5 inch medallion.

Q: Who can apply for the medallion?
The Veterans’ next-of-kin (NOK), a person authorized in writing by the NOK or a personal representative authorized in writing by the deceased veteran.

Q: Can one or more medallions be affixed on the same privately purchased headstone?
If there are two veterans interred, two medallions can be affixed to the privately purchased headstone
GENERAL INFORMATION SHEET

APPLICATION FOR STANDARD GOVERNMENT HEADSTONE OR MARKER FOR INSTALLATION IN A PRIVATE CEMETARY OR A STATE VETERANS' CEMETERY

RESPONDENT BURDEN - Public reporting burden for this collection of information is estimated to average one-fourth hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. VA may not conduct or sponsor, and the respondent is not required to respond to this information collection unless it displays a valid OMB Control Number. Response is required to obtain benefit. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the VA Clearance Officer (005R1B), 810 Vermont Avenue, NW, Washington, DC 20420. Please DO NOT send applications for benefits to this address.

BENEFIT PROVIDED

a. HEADSTONE OR MARKER

For deaths occurring on or after November 1, 1990 - Furnished upon application for the grave of any eligible deceased veteran. Will be provided regardless of whether or not the grave is already marked with a privately purchased headstone or marker. Applicant may be anyone having knowledge of the deceased.

For deaths occurring before November 1, 1990 - Furnished upon application for the UNMARKED GRAVE of any eligible deceased veteran. Application for installation in a cemetery only to commemorate any eligible veteran whose remains have not been recovered or identified, were buried at sea, donated to science, or cremated and the remains scattered, may not be used as a memento. Check box in block 28 and explain in block 27. Applicant may be anyone having knowledge of the deceased.

b. MEMORIAL HEADSTONE OR MARKER - Furnished upon application for installation in a cemetery only to commemorate any eligible veteran whose remains have not been recovered or identified, were buried at sea, donated to science, or cremated and the remains scattered, may not be used as a memento. Check box in block 28 and explain in block 27. Applicant may be anyone having knowledge of the deceased.

WHO IS ELIGIBLE - Any deceased veteran discharged under conditions other than dishonorable. A copy of the deceased veteran's discharge certificate (DD Form 214 or equivalent) or a copy of other official document(s) establishing military service must be attached. Do not send original documents; they will not be returned. Service after September 7, 1980, must be for a minimum of 24 months continuous active duty or be completed under special circumstances, e.g., death on active duty. Persons who have only limited active duty service for training while in the National Guard or Reserves are not eligible unless there are special circumstances, e.g., death while on active duty, or as a result of training. Reservists and National Guard members who, at time of death, were entitled to retired pay, or would have been entitled, but for being under the age of 60, are eligible; a copy of the Reserve Retirement Eligibility Benefits Letter must accompany the application. Reservists called to active duty and National Guard members who are Federalized and who serve for the period called are eligible. Service prior to World War I requires detailed documentation, e.g., muster rolls, extracts from State files, military or State organization where served, pension or land warrant, etc.

HOW TO APPLY

FAX applications and supporting documents to 1-800-455-7143

MAIL applications to: Memorial Programs Service (41A1)

Department of Veterans Affairs

5109 Russell Road

Quantico, VA 22134-3903

IMPORTANT: If filing more than one application - for each application package (application plus supporting documents) individually i.e., disconnect the call and radial for each submission.

A Government headstone or marker may be furnished only upon receipt of a fully completed and signed application with required supporting documentation.

SIGNATURES REQUIRED - The person responsible for the information on this form signs in block 17; the person agreeing to accept delivery (consignee) in block 22, and the cemetery or other responsible official in block 24. If there is no official or other responsible official in block 24, the signature of the person responsible for the property listed in block 21 is required. Entries of "None," "Not Applicable," or "NA" cannot be accepted. State Veterans' Cemeteries are not required to complete blocks 17, 18, 22, and 23.

ASSISTANCE NEEDED - If assistance is needed to complete this application, contact the nearest VA Regional Office, national cemetery, or a local veterans' organization. No fee should be paid in connection with the preparation of this application. Use block 27 for any clarification or other information you wish to provide. Should you have questions when filling out this form, you may contact our Applicant Assistance Unit toll free at 1-800-697-6947, or via e-mail at MHS_headstones@va.gov. For more information regarding headstones and markers visit our website at www.cem.va.gov.

INSTALLATION - The Government is not responsible for costs to install the headstone or marker in private cemeteries.

TRANSPORTATION AND DELIVERY OF MARKER - The headstone or marker is shipped without charge to the consignee designated in block 19 of the application. The delivery will not be made to a Post Office box. The consignee should be a business with full delivery address and telephone number. If the consignee is not a business explain fully in block 27. For delivery to a Rural Route address, you must include a daytime telephone number including area code in block 20. If you fail to include the required address and telephone number information, we cannot deliver the marker.

CAUTION - To avoid delays in the production and delivery of the headstone or marker, please check carefully to be sure you have accurately furnished all required information before filling or mailing the application. Mistakes cannot be corrected after a headstone or marker has been ordered. Headstones or markers furnished remain the property of the United States Government and may not be used for any purpose other than to honor the memory of the deceased for whom the headstone or marker is issued.

DETACH AND RETAIN THIS GENERAL INFORMATION SHEET FOR YOUR RECORDS.

VA FORM 40-1330 SUPERSEDES VA FORM 40-1330, MAY 2008

AUG 2009 WHICH WILL NOT BE USED.
ILLUSTRATIONS OF STANDARD GOVERNMENT HEADSTONES AND MARKERS

UPRIGHT HEADSTONE
WHITE MARBLE OR LIGHT GRAY GRANITE

This headstone is 42 inches long, 13 inches wide and 4 inches thick. Weight is approximately 230 pounds. Variations may occur in stone color, and the marble may contain light to moderate veining.

NOTE: Civil War Era headstones - In addition to the headstone and markers pictured, two special styles of upright headstones are available for those who served with Union Forces during the Civil War or for those who served in the Spanish-American War, and another for those who served with the Confederate States of America during the Civil War. Requests for these special styles should be made in block 27 of the application. It is necessary to submit detailed documentation that supports eligibility.

BRONZE NICHE

This niche marker is 8 1/2 inches long, 5 1/2 inches wide, with 7/16 inch rise. Weight is approximately 3 pounds; mounting bolts and washers are furnished with the marker. For use if entombment is in a columbarium or mausoleum, or to supplement a private monument, for deaths occurring on or after November 1, 1990.

FLAT MARKERS
BRONZE

LIGHT GRAY GRANITE OR WHITE MARBLE

This grave marker is 24 inches long, 12 inches wide, with 3/4 inch rise. Weight is approximately 18 pounds. Anchor bolts, nuts and washers for fastening to a base are furnished with the marker. The base is not furnished by the Government.

This grave marker is 24 inches long, 12 inches wide, and 4 inches thick. Weight is approximately 130 pounds. Variations may occur in stone color, the marble may contain light to moderate veining.

MANDATORY ITEMS of inscription at Government expense are: Legal Name, Branch of Service, Year of Birth, and Year of Death. Branches of Service are: U.S. Army (USA), U.S. Navy (USN), U.S. Air Force (USAF), U.S. Marine Corps (USMC), U.S. Coast Guard (USCG), and by exception, U.S. Army Air Forces (USAAF), and other parent organizations authorized for certain periods of time and special units such as Women's Army Auxiliary Corps (WAAC), Women's Air Force Service Pilots (WASP), U.S. Public Health Service (USPHS), and National Oceanic & Atmospheric Administration (NOAA). Different examples of inscription formats are illustrated above. More than one branch of service is permitted, subject to space availability.

OPTIONAL ITEMS are identified on the application in boxes with bold outlines. These items may be included at Government expense if desired. Optional items include month and day of birth in block 5A, month and day of death in block 5B, highest rank attained in block 7, awards in block 9, war service in block 10, and emblem of belief in block 12. War service includes active duty service during a recognized period of war and the individual does not have to serve in the actual place of war, i.e. Vietnam may be inscribed if the veteran served during the Vietnam War period, even though the individual never served in Vietnam itself. Supporting documentation must be included with the application if you wish to include the highest rank and/or awards.

RESERVED SPACE for future inscriptions at private expense, such as spousal or dependent data, is allowed if requested in block 27 and if space is available. Only two lines of space may be reserved on flat markers due to space limitations. Reserved space is unnecessary on upright marble or granite headstones as the reverse side is available for future inscriptions.

MEMORIAL HEADSTONES AND MARKERS (remains are not buried). The words "In Memory Of" are mandatory and precede the authorized inscription data. The words "In Memory Of" are not inscribed when remains are buried.

ADDITIONAL ITEMS may be inscribed at government expense if they are requested on the initial application and space is available. Examples of acceptable items include terms of endearment, nicknames (in expressions such as "OUR BELOVED POPPY"), military or civilian credentials or accomplishments such as DOCTOR, REVEREND, etc., and special unit designations such as WOMEN'S ARMY CORPS, ARMY AIR CORPS, ARMY NURSE CORPS or SEABEES. All requests for additional inscription items should be stated in block 27, and are subject to VA approval. No graphics, emblems or pictures are permitted except VA approved emblems of belief, the Medal of Honor, and the Southern Cross of Honor for Civil War Confederate Veterans.

INCOMPLETE OR INACCURATE INFORMATION ON THE APPLICATION MAY RESULT IN ITS RETURN TO THE APPLICANT, A DELAY IN RECEIPT OF THE HEADSTONE OR MARKER, OR AN INCOMPLETE INSCRIPTION.
**Department of Veterans Affairs**

**IMPORTANT:** Please read the General Information Sheet before completing this form. Type or print clearly all information except for signatures. Illegible printing could result in an incorrect headstone or marker or delivery. Blocks outlined in black are optional inscription items. Unless indicated otherwise all other blocks must be completed. MILITARY DISCHARGE DOCUMENTS OR RELATED SERVICE INFORMATION IS REQUIRED.

### 2. NAME OF DECEASED TO BE INScribed ON HEADSTONE OR MARKER (NO NICKNAMES OR TITLES PERMITTED)

<table>
<thead>
<tr>
<th>FIRST (Or Initial)</th>
<th>MIDDLE (Or Initial)</th>
<th>LAST</th>
<th>SUFFIX</th>
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### 3. GRAVE IS:

- CURRENTLY MARKED (with privately purchased marker)
- NOT MARKED

### 4. VETERANS SOCIAL SECURITY NO. OR SERVICE NO. (Failure to complete will delay processing.)

- SSN:
- OR SVC. NO.:

### 5A. DATE OF BIRTH

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
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### 5B. DATE OF DEATH

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<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
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### 7. HIGHEST RANK ATTAINED (No pay grades)

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<tr>
<th>RANK / GRADE</th>
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### 9. BRANCH OF SERVICE (Check applicable box(es) - must be consistent with rank in Item 7)

- ARMY
- NAVY
- AIR FORCE
- MARINE
- CORPS
- RESERVE
- NATIONAL GUARD
- AIR NATIONAL GUARD
- COAST GUARD
- AIR FORCE RESERVE
- MARINE NATIONAL GUARD
- ARMY NATIONAL GUARD

### 10. WAR SERVICE (Check applicable war(s))

- WORLD WAR II
- KOREA
- VIETNAM
- GULF

### 11. TYPE OF HEADSTONE OR MARKER REQUESTED (Check one)

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<tr>
<th>HEADSTONE / MARKER</th>
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<td>FLAT</td>
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<td>BRONZE</td>
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<td>GRANITE</td>
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<tr>
<td>UPRIGHT</td>
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<tr>
<td>MARBLE</td>
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<tr>
<td>GRANITE</td>
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</tbody>
</table>

### 12. DESIRED EMBLEM OF BELIEF

- BRONZE STAR MEDAL
- Distinguished Service Cross
- Navy Cross
- Silver Star
- Purple Heart
- Other (Specify)

### 13A. NAME AND MAILING ADDRESS (No., Street, City, State, and ZIP Code) OF PERSON TO CONTACT FOR ADDITIONAL INFORMATION

- NAME:
- MAILING ADDRESS:
- ZIP CODE:

### 13B. DAYTIME PHONE NO. OF PERSON TO CONTACT FOR ADDITIONAL INFORMATION

- PHONE NUMBER:

### 14. E-MAIL ADDRESS (Optional)

- E-MAIL ADDRESS:

### 15. FAX NO. (Optional)

- FAX NUMBER:

### 16. SIGNATURE OF PERSON WHOSE NAME APPEARS IN BLOCK 13A

- SIGNATURE:

### 17. DATE (MM/DD/YYYY)

- DATE:

### 18. NAME AND DELIVERY ADDRESS OF BUSINESS (CONSIGNEE) THAT WILL ACCEPT PREPAID DELIVERY (No., Street, City, State and ZIP Code) P. O. BOX IS NOT ACCEPTABLE

- CONSIGNEE:
- ADDRESS:

### 20. DAYTIME PHONE NO. (Include Area Code)

- PHONE NUMBER:

### 21. NAME AND ADDRESS OF CEMETERY WHERE GRAVE IS LOCATED (No., Street, City, State and ZIP CODE)

- CEMETERY:
- ADDRESS:

### 22. PRINTED NAME AND SIGNATURE OF PERSON REPRESENTING BUSINESS (CONSIGNEE) NAMED IN BLOCK 18

- NAME:
- SIGNATURE:

### 23. DATE (MM/DD/YYYY)

- DATE:

### 24. PRINTED NAME AND SIGNATURE OF CEMETERY OR OTHER RESPONSIBLE OFFICIAL

- NAME:
- SIGNATURE:

### 25. DAYTIME PHONE NO. (Include Area Code)

- PHONE NUMBER:

### 26. CHECK BOX BELOW IF REMAINS ARE NOT BURIED AND EXPLAIN IN BLOCK 27 (e.g., lost, unknown, unclaimed, etc.)

- REMAINS NOT BURIED

### 27. REMARKS (Optional inscription space will vary in size according to the type of marker)

- REMARK:

### 28. STATE VETERANS' CEMETERY AND GRAVE LOCATION (Cemetery Use Only)

- LOCATION:

- GRAVE NO.:

**VA FORM 40-1330**

**APPLICATION FOR STANDARD GOVERNMENT HEADSTONE OR MARKER**
AUTHORIZED EMBLEMS (See block 12)

The graphics shown below are of the 20 most requested emblems of belief for placement on government-furnished headstones/markers. The listing below shows all emblems that may be requested.

1. CHRISTIAN
2. BUDDHIST
3. JUDAISM (Star of David)
4. PRESBYTERIAN CROSS
5. RUSSIAN ORTHODOX CROSS
6. LUTHERAN CROSS
7. EPISCOPAL CROSS
8. UNITARIAN CHURCH (Flaming Chalice)
9. UNITED METHODIST CHURCH
10. AARONIC ORDER CHURCH
11. MORMON-ANGEL MORONI
12. NATIVE AMERICAN CHURCH OF NORTH AMERICA
13. SERBIAN ORTHODOX
14. GREEK CROSS
15. MUSLIM CRESCEANT AND STAR
16. COMMUNITY OF CHRIST
17. SULISMO RE Oriented
18. UNITED MORAVIAN CHURCH
19. CHRISTIAN CHURCH
20. UNITED CHURCH OF CHRIST

EMBLEMS OF BELIEF AVAILABLE:

CHRISTIAN CROSS (01)
BUDDHIST (Wheel of Righteousness) (02)
JUDAISM (Star of David) (03)
PRESBYTERIAN CROSS (04)
RUSSIAN ORTHODOX CROSS (05)
LUTHERAN CROSS (06)
EPISCOPAL CROSS (07)
UNITARIAN CHURCH (Flaming Chalice) (08)
UNITED METHODIST CHURCH (09)
AARONIC ORDER CHURCH (10)
MORMON (Anged Moroni) (11)
NATIVE AMERICAN CHURCH OF NORTH AMERICA (12)
SERBIAN ORTHODOX (13)
GREEK CROSS (14)
BAHAI (9 Pointed Star) (15)
ATHEIST (16)
MUSLIM (Crescent and Star) (17)
HINDU (18)
KONKO-KYO FAITH (19)
COMMUNITY OF CHRIST (20)
SULISMO RE Oriented (21)
TENRIKYO CHURCH (22)
SIECHO-NO-IJE (23)
THE CHURCH OF WORLD MESSIANITY (1-2-10-8) (24)
UNITED CHURCH OF RELIGIOUS SCIENCE (25)
CHRISTIAN REFORMED CHURCH (26)
UNITED MORAVIAN CHURCH (27)
ECKANKAR (28)
CHRISTIAN CHURCH (29)
CHRISTIAN & MISSIONARY ALLIANCE (30)
UNITED CHURCH OF CHRIST (31)
HUMANIST (American Humanist Association) (32)
PRESBYTERIAN CHURCH (USA) (33)
IZUMO TAISHAKYO MISSION OF HAWAII (34)
SOKA GAKKAI INTERNATIONAL - USA (35)
SIKH (KHANDA) (36)
WICCA (Pentacle) (37)
CHRISTIAN SCIENCE (Cross & Crown) (38)
MUSLIM (Islamic 5 Pointed Star) (98)

This application form is normally updated every two years. To obtain the most recent information about headstones and markers including the complete and most current list of available emblems of belief (listing all names and graphics), please visit our website at www.va.gov. You may also request a copy of this list by contacting our Applicant Assistance unit toll free at 1-800-697-6747, or via e-mail at: mps.headstones@va.gov.

VA FORM 40-1330, AUG 2009
UNITED STATES NAVY BURIAL AT SEA PROGRAM

BURIAL AT SEA (BAS) is a means of final disposition of remains that is performed on United States Naval vessels. The committal ceremony is performed while the ship is deployed, therefore, family members are not allowed to be present. The commanding officer of the ship assigned to perform the ceremony will make notification to the family of the date, time, latitude and longitude, once the committal service has been completed.

ELIGIBILITY: Individuals eligible for this program are: (1) active duty members of the uniformed services; (2) retirees and veterans who were honorably discharged. (3) U.S. civilian marine personnel of the Military Sealift Command; and (4) dependent family members of active duty personnel, retirees, and veterans of the uniformed services.

HOW TO GET STARTED: After the death of the individual, for whom the request for BAS is being made, the Person Authorized to Direct Disposition (PADD) will complete the enclosed BAS request/authorization form and ensure all required documentation is included. Documents which must accompany the request: (1) a photocopy of the death certificate; (2) the burial transit permit or the cremation certificate; and (3) a copy of the DD Form 214, discharge certificate, or retirement order.

CREMATED REMAINS (Cremains): Cremains must be in an urn, may be temporary (plastic/metal/cardboard) container to prevent spillage in shipping. The cremains, along with the completed BAS package, and the burial flag will be forwarded to the Burial-at-Sea Coordinator at the desired port of embarkation (listed below). Prior to shipment, it is recommended that a phone call be made informing the coordinator of the pending request. It is recommended that the packaged cremains be sent via certified mail, return receipt requested.

INTACT REMAINS (Casketed): Specific guidelines are required for the preparation of casketed remains to be buried at sea. Remains must be in a metal casket. All expenses incurred in this process are the responsibility of the PADD, who will select a funeral home in the area of the port of embarkation. Remains are not forwarded to the receiving funeral home until the coordinator is notified a ship has been assigned and an embarkation date is anticipated. The coordinator will advise regarding shipment to the receiving funeral home to allow sufficient time for casket preparation. The casketed remains, the request form, supporting
documents, and the burial flag are to be forwarded to the receiving funeral home. Once the receiving funeral home has the casket prepared, the coordinator will make the inspection and complete the checklist for the preparation of casketed remains. It is recommended that funeral homes responsible for preparing and shipping intact remains, contact Navy Mortuary Affairs at the Military Medical Support Office in Great Lakes, Illinois to receive the preparation requirements. **NOTE:** Norfolk and San Diego are the only ports for embarkation of intact remains.

**BURIAL FLAG:** A Burial Flag, is required for all committal services performed aboard United States Naval vessels, with the exception of family members who are not authorized a burial flag. The PADD may wish to send a flag with the remains/cremains to be flown on the vessel during the committal service. Following the services at sea, that flag will be returned to the PADD. If the PADD does not wish to send a burial flag, the ship’s flag will be flown during the committal service, but no flag will be forwarded to the family.

**PORTS OF EMBARKATION/COORDINATORS**

### Norfolk, Va.
Commander, Naval Medical Center  
ATTN: Code 0210C  
620 John Paul Jones Cir.  
Portsmouth, VA 23708-5100  
Phone: (757) 953-2617/2618

### Jacksonville, Fla.
Officer in Charge  
Naval Hospital Branch Clinic  
Naval Station  
Mayport, FL 32228  
Phone: (904) 270-7296/5301

### Corpus Christi, Tex.
Commanding Officer  
Naval Hospital  
ATTN: Code 0104  
10651 "E" Street  
Corpus Christi, TX  
Phone: (361) 961-2255

### San Diego, Calif.
Commanding Officer  
Naval Medical Center  
ATTN: Code 22-BAS  
San Diego, CA 92134-5000  
Phone: (619) 532-8305  
(800) 290-7410

### Bremerton, Wash.
Commanding Officer  
Naval Hospital  
ATTN: Code 015-DA  
Bremerton, WA 98312-5008  
Phone: (206) 475-4387/4303

### Honolulu, Hi.
Navy Liaison Unit  
Tripler Army Medical Center  
Tripler AMC, HI 96859-5000  
Phone: (808) 433-6611
If you have questions about our Burial-At-Sea program, please feel free to contact our office toll-free at 1-888-647-6676, and follow the voice menu.
BURIAL AT SEA REQUEST / AUTHORIZATION FORM  
(CURRENT 28 MARCH 2006)

To Whom It May Concern:

This is to certify that I: ____________________, am the Person Authorized to Direct Disposition (PADD) 
(Full Name of Requester)

for the: Remains / Cremains of my: ____________________, ____________________ (Full Name of Deceased)
(Relationship)

__________________ (SSN) ________________ (Service) ________________ (Rank) ________________ (Status) 

whose death occurred on: ________________, ________________ (Date)

in: ____________________, The cause of death was: ____________________
(City and State) (As Listed on the Death Certificate)

I request Burial-At-Sea and hereby authorize the committal to sea of the Remains / Cremains from a Naval Vessel.

If at all possible, I would like to request the selected religious service be provided during the committal service:

Catholic / Protestant / Jewish / Other (Please Specify) ____________________

For other than currently active duty personnel, I understand, it is my responsibility to pay all expenses incurred 
for the remains, to include: preparation and casketing, or cremation and inurnment, plus delivery, to the selected 
port of embarkation. In the case of casketed remains, I understand I must engage a receiving funeral home in 
the area of the port, to prepare the casket for committal at sea.

Special Requests:

I am forwarding a camera for pictures of the BAS ceremony, etc. ____________________

__________________

__________________

The dates of military service: from: ___________ until: ___________, as confirmed by the attached documentation.

Required documentation to support the completed letter of request/authorization for BAS, signed by the PADD:

(1) photocopy of the death certificate, (2) burial transit permit or cremation certificate, (3) copy of the DD Form 214, 
discharge certificate or retirement order.

__________________ (Signature of Requester) ____________________ (Signature of Witness)

__________________ (Printed Name of Requester) ____________________ (Printed Name of Witness)

__________________ (Complete Address) ____________________ (Complete Address)

__________________ (Phone Number) ____________________ (Phone Number)
CHECKLIST FOR INTACT / CASKETED REMAINS
(to be completed by a representative for the Port Coordinator)

Name (Deceased): ___________________ SSN: ___________ Rank/Rate: _______

Branch of Service: Navy / USMC / Air Force / Army / Other, Status: AD / Ret / Vet / Depn. FM

Preparing / Shipping Funeral Home: ___________________________ Address: ___________

City: ____________________ ST: __ ZIP: ______ Phone: ( ___ ) ___________ Fax: _______

Point of Contact: ____________________ Remains are being shipped in a state of preservation to ensure no
odorous emissions / decomposition for a period of at least 60 days. Signature/Certification by representative of
the shipping Funeral Home: ___________________________ Date: __________, Documentation Forwarded: Y / N

Receiving Funeral Home at Port: ___________________________ Address: ___________

City: ____________________ ST: __ ZIP: ______ Phone: ( ___ ) ___________ Fax: _______

Point of Contact: ___________________________ Required Documentation Received: Y / N

<table>
<thead>
<tr>
<th>Areas of Inspection</th>
<th>Date</th>
<th>Initials</th>
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<tbody>
<tr>
<td>1. The remains have been received in a state of preservation to ensure no odorous</td>
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<tr>
<td>emissions or decomposition for a period of at least 60 days.</td>
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<tr>
<td>2. The remains are in a metal casket and all seals normally designed to inhibit the</td>
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<tr>
<td>penetration of external elements into the casket have been removed.</td>
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<td>3. Casketed remains must weigh at least 300 pounds. Sandbags may be used for</td>
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<tr>
<td>additional weight and when placed inside the foot-end of the casket, will ensure</td>
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<tr>
<td>&quot;feet first&quot; sinking.</td>
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<tr>
<td>4. The casket is banded with a minimum of six (6) nylon or metal bands, at least ⅜</td>
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<tr>
<td>of an inch wide. The bands are placed: two around the head panel, two around the</td>
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<tr>
<td>foot panel, one lengthwise, over and under, head to foot, and one horizontally</td>
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<tr>
<td>head to foot.</td>
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<td>5. A total of 20, two-inch holes have been drilled in the casket. The holes are</td>
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<tr>
<td>spaced to ensure there are four holes in the head panel; four in the foot panel;</td>
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<tr>
<td>eight holes in the bottom and two in each end.</td>
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INSPECTION CERTIFICATION

Location of Inspection: ___________________________

Funeral Director Present at Inspection: (Print Please) ___________________________

(Signature) ______________________ (Date) ___________

Name of Command of Naval Inspector (Print Please) ___________________________

(Signature) ______________________ (Date) ___________
GUIDELINES FOR CASKET PREPARATION

WEIGHTING
Add 150 lbs. of weight to the foot-end of the casket to ensure “feet first” sinking. Sandbags are best. However if lead weights are used, secure them to the inside of the casket to avoid them shifting around and causing excessive noise.

BANDING
The casket is to be banded with a minimum of six (6) nylon or metal bands, at least ¾ of an inch wide. The bands are to be placed: two around the head panel; two around the foot panel; one lengthwise, head-to-foot; and one horizontally around the sides. **NOTE:** Ensure bands are placed under the casket handles to allow continued use of handles.

HOLES
A total of 20 holes, 2-inches in diameter, are to be drilled in the casket. There are to be eight holes in the top of the casket, with four in the head panel; four in the foot panel; eight in the bottom; and two in each end.
If you require additional guidance for preparation of the casket, please don’t hesitate to contact our Navy Mortuary Affairs Office, toll-free at (888) 647-6676, and follow the voice menu.

**Burial in Coastal Waters By the U.S Coast Guard**

The Coast Guard as many of you already know has been providing at sea burials of cremations on coastal waters. The Coast Guard of course requires a DD214 the flag which they will fly upon request. They also require a Cremation certificate issued by the mortuary that matches the name on the DD214. The request for burial at sea must be in writing from the family or the next of kin of the service member to be buried. Upon the Coast Guard Vessel return to port they will deliver the folded flag if provided and copy of the log book entry. This is only for cremation burials at sea. The mortuaries and all USPS major post offices will provide flags in exchange for a copy of the DD214. At some Coast Guard sub-stations at-sea-burials service may be restricted due to operational commitments so don’t expect same day service.