

## NOK Memorial and Funeral Travel Guide for Commands

Commands are responsible for providing travel and transportation support to authorized travelers. MILPERSMAN articles 1770-270 and 271 outline the authorized travelers in every CACO case.

### Navy Casualty (PERS-00C):

Is the funding authority for all NOK Travel (authorized travelers).

1. Requires the command to send an email to the Navy Casualty Case Manager, Regional Case Manager, and all NOK CACOs involved in the case, detailing the date, time, and location (including zip code) of the memorial service for [Name of the Deceased]. The email must include the phrase "**All eligible travelers are invited to attend.**" This notification must be sent at least 10 days in advance of the memorial service and must not conflict with the funeral date.
2. Expects to receive a NOK Travel Request OPNAV Form 1770 for each authorized traveler in no less than three working days before the expected travel date.
3. Will use DTS to issue the itineraries directly to the travelers via email. Travelers with existing DTS accounts must be released by their current DTS authority ASAP.

### The parent Command...

1. For a Unit Memorial or Funeral, the CO or XO must inform Navy Casualty of the date, time, and complete address with Zip Code for the ceremony as soon as it is determined via email as stated above. This information will generate the funding for the authorized travelers. This information will be entered in Block 9 of the NOK Travel Request OPNAV Form 1770-2.
2. For a Funeral near the Command, the Command will be advised of the location, date, and time by the Region or the CACO assisting the PADD.
3. Must contact/invite the authorized travelers and complete the OPNAV Form 1770-2.
4. Email travel requests forms to the Navy Casualty Case Manager and the Region. The Navy Casualty Case Manager is identified in the FORAC Follow-Up Actions message sent to the triad at the start of the case. Navy Casualty needs 3 working days to add the travelers to DTS and issue the itinerary at least 2 days before departure.

## COMMAND MEMORIAL GUIDANCE

5. Review the CACO Travel Guidance to brief the travelers on their entitlements. When they return home, they will file travel claims, and by then, they should know the importance of the receipts and the *kind* of receipts needed for reimbursement. Recommend a nearby hotel to the NOK; the travelers must make their own reservations.
6. Provide local transportation to authorized travelers from the airport to the hotel to the ceremony and return.
7. Review the MILPERSMAN to ensure only authorized travelers are involved and provide access to these events. The JFTR also governs this travel; this applies to the travel claim process receipts as outlined in the Travel Guidance.

### Funeral Ceremony and Flag Presentation

1. NDW will provide the Honors Team and a Team Leader to carry out the Honors.
2. The Flags will be presented IAW MILPERSMAN 1770-275.
3. Standard-size Burial Flags are to be provided by the Region or the Honors Team.
4. The Command may participate in the ceremony/flag presentation. The honors team usually asks if it is a preference.

### LINKS

MILPERSMAN 1770-270 Funeral Travel

<https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/1000/1700Morale/1770-270.pdf?ver=NDey7bl5GH-yPgygYKQhNQ%3d%3d>

MILPERSMA 1770-271 Memorial Travel

<https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/1000/1700Morale/1770-271.pdf?ver=qM-l6NNBxRObDfsQCcjDIg%3d%3d>

## COMMAND MEMORIAL GUIDANCE

### SAMPLE COMMAND MEMORIAL OR FUNERAL CEREMONY ANNOUNCEMENT

Canc:  
XXXXNOTE 5060  
Code  
Date

<COMMAND NAME> NOTICE 5060

Subj: <CEREMONY TYPE> ICO <RATE/RANK DECEASED SVM>

Ref: (a) MILPERSMAN Articles 1770-270 and 1770-271

Encl: (1) Assignment of Tasks and Responsibilities  
(2) Schedule of Events

1. Purpose: To assign duties and responsibilities for those involved in the planning an execution of a <funeral or memorial> service for < full Rank/Rate Deceased full name> at <location>.
2. Uniform:
  - a. Ceremony participants: Service Dress
  - b. Military guests: Uniform of the Day
  - c. Civilian: Appropriate civilian attire
3. Information: <Command Name> will contact the authorized travelers to complete and submit to Navy Casualty the NOK Travel Requests, OPNAV Form 1770-2s, by 96 hours before the ceremony date. Travelers will be recommended hotels nearby the ceremony for ease of transportation.
4. **All eligible travelers are invited to attend.** The command will support those travelers with local transportation, as rental cars are not authorized for these Invitational Travel Orders (ITO).
5. The ceremony Date and Time:
6. The ceremony location name:
7. Full address with zip code for DTS:
8. My point of contact for questions concerning this matter is <XO or CMC

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