

MILPERSMAN 1770-270

FUNERAL TRAVEL

Responsible Office	OPNAV (N135C)	Phone:	DSN	882-2501
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References	(a) P.L. Law 110-181, H.R. 4986, National Defense Authorization Act for Fiscal Year 2008 (NDAA 08) (b) Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members (c) 37 U.S.C. 411f
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1. **Purpose.** Family members require special care during the process of making arrangements for the burial. References (a) through (c) cover eligibility and transportation entitlements for survivors attending the burial ceremony of the deceased Sailor.
2. **Policy.** The Navy will provide round-trip travel and transportation allowances to family members, and other authorized travelers, to attend the burial ceremony of Sailors who die while on active or inactive duty. The burial location is selected by the person authorized to direct disposition (PADD) of the remains. If such a selection is not made, the Navy will select a cemetery in which burial of the deceased is authorized.
3. **Authorized Travelers**
 - a. The surviving spouse (including a surviving spouse that has remarried since the Service members' death).
 - b. Children of the deceased member (including stepchildren, adopted children, and illegitimate children).
 - c. Parents as indicated below:

- (1) A natural parent.
- (2) A stepparent.
- (3) A parent by adoption.

(4) A parent, stepparent, or adopted parent of the current surviving spouse.

(5) Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age.

d. Siblings of the deceased member (including half and adopted siblings).

e. The PADD.

f. If no relative, described in subparagraphs 3a through 3d above, is provided allowances for travel and transportation, allowances may be provided to

(1) the PADD; and,

(2) up to two additional persons closely related to the deceased Sailor that is selected by the PADD.

g. **Attendants.** The Navy will provide round-trip travel and transportation allowances to an attendant who accompanies an eligible relative to the burial ceremony if Office of Chief of Naval Operations (OPNAV), Casualty Assistance Division (OPNAV N135C) determines that

(1) the accompanied eligible relative is unable to travel unattended because of age, physical condition, or other justifiable reasons; and,

(2) there is no other eligible relative of the deceased Sailor traveling to the burial ceremony qualified to serve as an attendant.

4. **Authorized Allowances.** Travel and transportation allowances are limited to roundtrip travel and per diem. Per diem may not

be paid for more than 2 days plus the time necessary to travel to and from the burial location.

5. **Burial Ceremony Defined.** The term "burial ceremony" includes the following:

- a. Interment of casketed or cremated remains.
- b. Placement of urn containing cremated remains into a columbarium.
- c. Memorial service for which reimbursement is authorized.
- d. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

6. **Commanders/Commanding Officers (COs)/Officers in Charge (OICs)/Command Master Chiefs (CMC)**

- a. Ensure all Navy personnel understand the importance of NAVPERS 1070/602W, Dependency Application/Record of Emergency Data, and accurately complete the form with contact information for eligible funeral travelers as identified above.
- b. Ensure immediate notification of a personnel casualty is made to OPNAV (OPNAV N135C) and the chain of command (COC) within 4 hours of the casualty as delineated in MILPERSMAN 1770-030.
- c. Ensure a Casualty Assistance Calls Officer (CACO) is assigned. Coordinate assignment of CACO through the Regional Casualty Assistance Calls (CAC)/Funeral Honors Support (FHS) Program Manager.
- d. Ensure command has at least one trained officer and one senior enlisted (E-7 to E-9) CACO assigned.
- e. Assist with transportation of eligible funeral travelers to and from the airport when travelers are collocated in the same geographic area as the command.
- f. Assist the CACO in obtaining travel liquidation documents when requested.

7. **Commander Navy Installations Command (CNIC)**

a. **CAC/FHS Program Manager** shall ensure Regional CAC/FHS Program Managers and CACOs are provided proper training on policy and procedures for funeral travel and allowances.

b. **Regional CAC/FHS Program Manager** shall:

(1) Coordinate with CNIC CAC/FHS Program Manager, OPNAV (OPNAV N135C), other Regional CAC/FHS Program Managers, commands, and CACOs to assist family members and other eligible travelers with funeral travel arrangements.

(2) Notify OPNAV (OPNAV N135C) if any problems are encountered with locating eligible funeral travelers.

8. **CACO**

a. Ascertain eligible traveler's intentions to travel to the burial ceremony by completing [NAVPERS 1770/10, Next of Kin Travel Request](#).

(1) **Travel by Privately Owned Conveyance (POC) or personally Procured Commercial Travel:** If the traveler desires to travel via privately owned vehicle (POV) or procures their own commercial air fare, assist the traveler in completing DD Form 1351-2 (3-08), Travel Voucher or Subvoucher, and submit the form with receipts to OPNAV (OPNAV N135C) for liquidation.

(2) **Travel via Government Provided Commercial Air:** If the traveler desires to travel via Government provided commercial air, notify OPNAV (OPNAV N135C) of traveler's desires. OPNAV (OPNAV N135C) will make reservations for traveler.

b. Coordinate with commands and other CACOs to assist family members and eligible funeral travelers with transportation to and from airports.

c. Upon traveler's return, assist with completing DD Form 1351-2 and submit the form with receipts to OPNAV (OPNAV N135C) for liquidation.

9. OPNAV (OPNAV-N135C)

a. Upon notification of a personnel casualty resulting in death, create record in Defense Casualty Information Personnel System (DCIPS) to document events including funeral travel.

b. Assist CACOs in verifying eligible funeral travelers to ensure notification.

c. If the traveler desires to travel via Government provided commercial air, make reservations for traveler. At the completion of travel, process traveler's submitted travel claim for reimbursement of authorized expenses.

d. If the traveler desires to travel via POV or procures their own commercial air fare, process submitted travel claims for reimbursement of authorized expenses.