UNITED STATES NAVY BURIAL AT SEA PROGRAM

(Current 29 March 2006)

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

SAN DIEGO, CA

Naval Medical Center Decedent Affairs Code: BUB 34800 Bob Wilson Drive San Diego, CA 92134-5000 Phone: (800) 290-7410

JACKSONVILLE, FL

Branch Medical Clinic P. O. Box 280148 Naval Station Mayport, FL 32228-0148 Phone: (904) 270-4285

BREMERTON, WA

Commanding Officer Naval Hospital Bremerton Code: 015-BAS/HP01 Boone Road Bremerton, WA 98312-1898 Phone: (360) 475-4392

CORPUS CHRISTI, TX

Commanding Officer Naval Hospital ATTN: Code 0104 10651 "E" Street Corpus Christi, TX Phone: (361) 961-2256

HONOLULU, HI

Navy Liaison Unit Tripler Army Medical Center Tripler AMC, HI 96859-5000 Phone: (808) 577-7590

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 29 March 2006)

To Whom It May Concern:		
This is to certify that I:(Full Na	, am	the Person Authorized to Direct Disposition (PADD)
for the Pomains / Cramains of m		
for the: Remains / Cremains of m	(Relationship)	(Full Name of Deceased)
		whose death occurred on:
(SSN) (Service)	(Rank) (Status)	, whose death occurred on:, (Date)
in:	The cause of deaf	h was: (As Listed on the Death Certificate)
(City and State)		(AS Listed on the Death Certificate)
I request Burial-At-Sea and herby a	authorize the committal to s	ea of the Remains / Cremains from a Naval Vessel.
If at all possible, I would like to requ	uest the selected religious	service be provided during the committal service:
Catholic / Protestant /	Jewish / Other (Pl	ease Specify)
for the remains, to include: prepara	ation and casketing, or crer of casketed remains, I unde	it is my responsibility to pay all expenses incurred nation and inurnment, plus delivery, to the selected erstand I must engage a receiving funeral home in i.
Special Requests:		
I am forwarding a camera for pictur	es of the BAS ceremony, e	etc
The dates of military service: from:	until:	, as confirmed by the attached documentation
Required documentation to suppor	t the completed letter of rec	quest/authorization for BAS, signed by the PADD:
discharge certificate or retirement of		or cremation certificate, (3) copy of the DD Form 21
(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 / USM	MC / Air Force / A	Army / Other, Sta	atus: AD /	Ret / Vet	/ Depn. FM
Preparing / Shipping Funeral Hom	ne:	Ac	ldress:		
City:	ST: ZIP:	Phone: ()	F	ax:
Point of Contact:	, Remain	s are being shipped	d in a state of p	preservation	to ensure no
odorous emissions / decompos	ition for a period of at	least 60 days. Sign	ature/Certifica	tion by repr	esentative of
the shipping Funeral Home:		, Date:	, Docume	entation Forv	varded: Y / N
Receiving Funeral Home at Port:		Add	dress:		
City:	ST: ZIP:	Phone: ()	F	ax:
Point of Contact:		, Required	d Documentation	on Received	: Y / N
Δ	reas of Inspection			Date	Initials
1. The remains have been received or decomposition for a period of 2. The remains are in a metal case of external elements into the cask 3. Casketed remains must weight weight and when placed inside the 4. The casket is banded with a min wide. The bands are placed: two a lengthwise, over and under, head there are four holes in the head pareach end.	red in a state of preservational least 60 days. sket and all seals normally extended the seals and all seals normally extended to be a state of the casket, will all the seals and a foot-end of the casket, will animum of six (6) nylon or maround the head panel, two to foot, and one horizontally we been drilled in the casket.	bags may be used for all ensure "feet first" sinking the properties of the propertie	penetration additional ng. of an inch one		
	INSPECTION	CERTIFICATION	I		
Location of Inspection:					
Funeral Director Present at Inspection	n: (Print Please)				
		(Sig	ınature)	,	(Date)
<u>-</u>	Name of Command of N	, ,	ŕ		,
-	(Signature	e) (I	Date)		

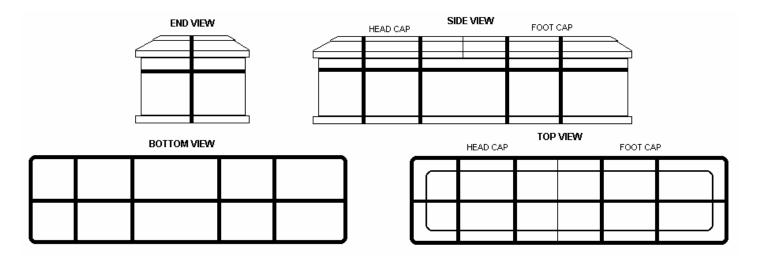
GUIDELINES FOR CASKET PREPARATION

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.

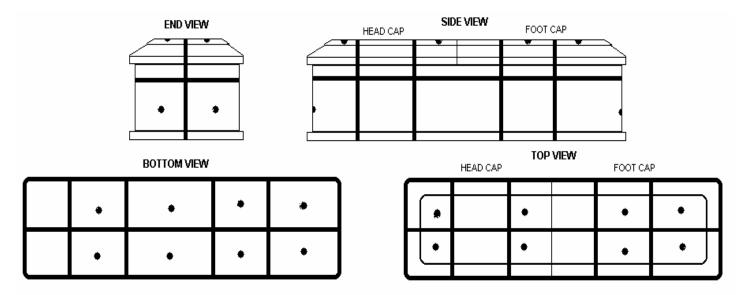
BANDING

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.