

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

IN REPLY REFER TO:  
BUPERSINST 1730.10  
Pers-94  
24 AUG 1994

BUPERS INSTRUCTION 1730.10

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

Subj: PARTICIPATION OF INACTIVE NAVAL RESERVE CHAPLAINS AT  
MILITARY FUNERALS

Ref: (a) Joint Travel Regulations (JTR)

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

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

2. Cancellation. NAVMILPERSCOMINST 1730.1B.

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

4. Responsibilities

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

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

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

24 AUG 1994

5. Action.

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

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

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

Distribution:

SNDL Parts 1 and 2

BUPERS (Pers-94) (100 copies)

Stocked:

Naval Aviation Supply Office

ASO Code 103

5801 Tabor Avenue

Philadelphia, PA 19120-5099

## MILITARY FUNERAL WORKSHEET

\_\_\_\_\_  
Date/Time Received by PERS-94

### REQUESTING ACTIVITY

Activity Name: \_\_\_\_\_

UIC: \_\_\_\_\_

Address: \_\_\_\_\_

Contact \_\_\_\_\_

Person: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Calling on behalf of Commanding Officer?  Yes  No

### DECEASED MEMBER INFORMATION (Navy or Marine Corps Only)

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

SSN: \_\_\_\_\_

Status: \_\_\_\_\_

Religion:  Protestant  Catholic  Jewish

Active/Inactive/Retired  
 Other \_\_\_\_\_

### OFFICIATING NAVY CHAPLAIN

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Address: \_\_\_\_\_

SSN: \_\_\_\_\_

Religious  
Affiliation: \_\_\_\_\_

PEBD: \_\_\_\_\_

Phone: \_\_\_\_\_

### TRAVEL

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

Number of Days: \_\_\_\_\_ (Not more than 3 days)

Is this the closest available chaplain?  Yes  No

### FUNERAL SITE INFORMATION

Date of Funeral: \_\_\_\_\_

Funeral \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

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

Enclosure (1)

BUPERSINST 1730.10  
24 AUG 1994

READINESS COMMAND CHAPLAINS

Address correspondence to Staff Chaplain

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Enclosure (2)