

SAN DIEGO CHAPTER  
U.S. NAVAL ACADEMY ALUMNI ASSOCIATION

**USEFUL CONTACT INFORMATION UPON DEATH OF  
U.S. NAVAL ACADEMY ALUMNUS**

**To arrange military funeral services:**

Funeral Honors Support Office, Naval Base San Diego 800-326-9631 (toll free number rolls to Duty Officer after hours) or 619-556-7178.

Office will provide Military Funeral Honors for all veterans with discharge above dishonorable. Officer prefers that family work through funeral director or mortuary all of whom know how to arrange for military honors.

See Enclosure for Military Honors Program trifold and Military Honors Request form. Manager of Office is Michael Hill (619-556-9790)

**To contact the Veteran's Administration**

[www.cem.va.gov](http://www.cem.va.gov) website provides information about veteran's funeral and burial honors and benefits.

The VA provides a downloadable [<http://www1.va.gov/opa/vadocs/Fedben.pdf>] reference document entitled:

**Federal Benefits for Veterans, Dependent and Survivors**

Chapter 7 is entitled – **Burial and Memorial Benefits**

**Military Funeral Honors**

The Department of Defense (DOD) is responsible for providing military funeral honors to veterans who have defended our nation. Upon the family's request, Public Law 106-65 requires that every eligible veteran receive a military funeral honors ceremony, to include folding and presenting the United States burial flag and the playing of Taps. The DOD program calls for funeral home directors to request military funeral honors on behalf of the veterans' family. However, the Department of Veterans Affairs (VA) National Cemetery Administration cemetery staff can also assist with arranging military funeral honors at VA national cemeteries. Veterans organizations may assist in providing military funeral honors. When military funeral honors at a national cemetery are desired, they are arranged prior to the committal service by the funeral home. Questions or comments concerning the DOD military funeral honors program may be sent to the address listed below. The military funeral honors Web site is located at [www.militaryfuneralhonors.osd.mil](http://www.militaryfuneralhonors.osd.mil).

## **VA Burial Allowances and Benefits**

VA burial allowances are partial reimbursements of an eligible veteran's burial and funeral costs. When the cause of death is not service related, the reimbursements are generally described as two payments: (1) a burial and funeral expense allowance, and (2) a plot or interment allowance.

The VA furnishes upon request, at no charge to the applicant, a Government headstone or marker for the unmarked grave of any deceased eligible veteran in any cemetery around the world, regardless of their date of death.

## **To arrange for a Casualty Assistance Officer (CACO):**

CACOs are only assigned for deceased active duty military.

## **To contact Fort Rosecrans National Cemetery:**

### **Telephone**

Call (619) 553-2084, or fax (619) 553-6593

### **Mail address:**

Fort Rosecrans National Cemetery  
P.O. Box 6237  
San Diego, CA 92166

## **To arrange for Burial At Sea**

National Naval Medical Center (NNMC) Balboa Hospital Decent Affairs Office (Code 22-BAS)

### **Telephone**

Call (619) 552-8305, or (619) 552-8066, or  
(800) 290-7410

### **Mail address:**

Commanding Officer  
Naval Medical Center  
ATTN: Code 22-BAS  
San Diego, CA 92134-5000

## **To file an obituary with San Diego Union Tribune:**

The [www.obituaries.uniontrib.com](http://www.obituaries.uniontrib.com) website provides information about obituaries. Paid death and funeral notices may be placed through the Classified Advertising Department at the Union Tribune. Families control the wording and timing however, the U/T will edit and/or make changes to the notice as necessary.

For information, call (619) 293-1912 weekdays, 8:30 a.m. to 5 p.m. You may also submit your notice (and picture) by e-mail to [funeralnotices@uniontrib.com](mailto:funeralnotices@uniontrib.com), or (notice only) by fax (619) 293-1462.

### To file an obituary with *Shipmate* magazine:

Obituaries may be submitted electronically to [obits@usna.com](mailto:obits@usna.com), or via USPS to: *Shipmate* obituaries, 247 King George Street, Annapolis, MD 21402-5068. The word limit for *Shipmate* Last Call is 400 words. One photo may accompany the text and will be returned once the magazine has been printed. We request that irreplaceable photos not be sent in case of loss or damage in transit. If sending the photo electronically, please be sure that the resolution is least 300 dpi.

If you have any questions regarding submission of obituaries to *Shipmate*, please contact either the Class Secretary, or *Shipmate's* obituaries editor, Timothy Elizabeth Woodbury (410-263-4448 x112 or [timothy.woodbury@usna.com](mailto:timothy.woodbury@usna.com)).

### For assistance with other military-related death notifications:

Contact the Naval Base Retired Affairs Office at (619) 556-7412 which will advise the family about notifications to such organizations as: DFAS (military pay office), military insurance claims, etc.

Manager of Office is Mr. Rose

### To contact Military Officers Association of America:

If deceased was a member of MOAA...

#### **Telephone**

Call (800) 234-6622 or (703) 549-2311 for help with *any* question: MOAA membership support (join, renew, upgrade), change of address, benefits information, magazine subscriptions, or for general assistance. You also may contact any staff member through those phone numbers. Our Member Service Center representatives are ready to assist you Monday through Friday from 8:00 a.m. to 6:00 p.m. EST.

#### **E-mail**

E-mail [msc@moaa.org](mailto:msc@moaa.org) for assistance with any question or issue, as listed above. Use this e-mail address also to contact any MOAA staff member or board director.

Additionally, our Member Service Center representatives can provide a wide range of assistance with personal concerns.

### To contact military connected insurance companies:

Navy Mutual Aid Association [www.navymutual.org](http://www.navymutual.org)

United Services Automobile Association [www.usaa.com](http://www.usaa.com)



## **Military Funeral Honors (MFH)**

3135 Dolphin Alley Bldg 261  
San Diego CA 92136-5182

Commercial (619) 556-7178  
Toll free (800) 326-9631  
Fax (619) 556-9670



### **Mission Statement**

Supporting and rendering a final tribute on behalf of a grateful Nation to comrades in arms by responding expeditiously and sensitively to requests for military funeral support.

Rendering Military Funeral Honors reflects the high regard and respect accorded to the Military Service and demonstrates military professionalism to the Nation and the world.

### **History**

Commander Navy Region Southwest (NRSW) is the Regional Coordinator for Military Funeral Honors (MFH) for the Southwest region, with overall responsibility for

casualties/funerals in the states of Arizona, California, Colorado, Nevada, New Mexico, Utah and the country of Mexico.

The Military Funeral Honors Program was developed to carry out the mission of providing Navy-wide appropriately trained and qualified personnel within their region and area of responsibility and provide the necessary means for naval personnel to accomplish the funeral honors ceremony in a dignified and respectful manner.

**Program Manager (619) 556-7178**

**Funeral Honors Manager (619) 556-9790**

**Regional Coordinators**

**Northern CA (619) 556-4864**

**Southern CA (619) 556-7169**

**Metro San Diego (619) 556-7178**

**Other States (619) 556-7178**

**Who is eligible for Military Funeral Honors?**

- *Military members on active duty or in the Selected Reserve.*
- *Former military members who served on active duty and departed under conditions other than dishonorable.*
- *Former military members who completed at least one term of enlistment or period of initial obligated service in the Selected Reserve and departed under conditions other than dishonorable.*
- *Former military members discharged from the Selected Reserve due to a disability incurred or aggravated in the line of duty.*

**Who is not eligible for Military Funeral Honors?**

- *Any person separated from the Armed Forces under dishonorable conditions or whose character of service results in a bar to veteran's benefits.*
- *Any person who was ordered to report to an induction station, but was not actually inducted into military service.*
- *Any person discharged from the Selected Reserve prior to completing one term of enlistment or period of initial obligated service for reasons other than a disability incurred or aggravated in the line of duty.*
- *Any person convicted of a Federal or State capital crime sentenced to death or life imprisonment.*

**How do I establish veteran eligibility?**

*The preferred method is the DD Form 214, Certificate of Release or Discharge from Active Duty. If the DD Form 214 is not available, any discharge document showing other than dishonorable service can be used.*

*The DD Form 214 may be obtained by filling out a Standard Form 180 and sending it to:*

National Personnel Records  
Center (NPRC)  
9700 Page Blvd.  
St. Louis, MO 63132

*The Standard Form 180 may be obtained from the National Records Center or via the Internet at:*  
[www.nara.gov/publications/forms/sf180a.pdf](http://www.nara.gov/publications/forms/sf180a.pdf)

### **Is anyone else eligible to receive funeral honors?**

*Yes. Members of the Commissioned Officer Corps of the Public Health Service (PHS) and National Oceanic and Atmospheric Administration (NOAA), as members of a Uniformed Service, are also eligible to receive funeral honors.*

### **Burial At Sea Program**

*Burial at Sea is a means of final disposition of remains that is performed on United States Navy 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 notify the family of the date, time, and, longitude and latitude once the committal service has been completed.*

*For more information regarding Burial At Sea, and make request, use the following information:*

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

## **Frequently Asked Questions**

### **What is Military Funeral Honors?**

*Military Funeral Honors have always been provided whenever possible. However, the law now mandates the rendering of Military Funeral Honors for an eligible veteran if requested by the family. As provided by law, an honor guard detail for the burial of an eligible veteran shall consist of not less than two members of the Armed Forces. One member of the detail shall be a representative of the parent Service of the deceased veteran. The honor detail will, at a minimum, perform a ceremony that includes the folding and presenting of the American flag to the next of kin and the playing of Taps. Taps will be played by a bugler, if available, or by electronic recording. Today, there are so few buglers available that the Military Services often cannot provide one.*

### **How much does a Military Funeral Honors detail cost?**

*Military Funeral Honors are provided by the Department of Defense at no cost to the family.*

### **How does a family request funeral honors?**

*Families of eligible veterans request funeral honors through their funeral director. The funeral director will contact the appropriate Military Service to arrange for the funeral honors detail.*

### **What can the family of an eligible veteran expect?**

*The core elements of the funeral honors ceremony, which will be conducted on request, include:...*

- Firing of three volleys*
- Playing of Taps*
- Flag Fold and presentation*

*The veteran's parent Service representative will present the flag.*

**How much notice should be provided for the honors request?**

*The Services requests at least 48 hours in order to organize the funeral honors detail.*

**To whom can I write to express comments or concerns about the Military Funeral Honors program?**

*You may write to:*

*Military Funeral Honors Program (FHP)  
3135 Dolphin Alley Bldg 261  
San Diego, CA 92136-5182*





**U.S. NAVY  
MILITARY FUNERAL HONORS REQUEST  
FORM**

<b>Funeral Honors Area Rep:</b> Phone: (619) 556-7178 Fax: (619) 556-9670	
Approved by: (FHS Coordinator)	
Day/Date/Time Honors desired:	<b>URN</b> <input type="checkbox"/> <b>CASKET</b> <input type="checkbox"/> <b>OTHER</b> (i.e. Memorial Svc.) <input type="checkbox"/>
<b>NAME OF DECEASED:</b> (Last, First, Middle)	Rate/Rank <input type="checkbox"/> Branch of Service <input type="checkbox"/> Active Duty <input type="checkbox"/> Retiree <input type="checkbox"/> Veteran <input type="checkbox"/> # of Yrs in Svc <input type="checkbox"/>
SSN:	Date of Birth: Date of Death: <b>Eligibility Verified</b> <input type="checkbox"/> (DD214 Received)

**LOCATION MILITARY FUNERAL HONORS REQUESTED**

CEMETERY  CHURCH  FUNERAL HOME  OTHER (Specify below in remarks)

<b>Place:</b>	<b>Contact:</b>
<b>Address:</b>	<b>Phone:</b>
<b>City, State, Zip Code:</b>	<b>Fax:</b>

**NEXT OF KIN INFORMATION**

<b>Person to received flag:</b>	<b>Relationship to deceased:</b>
<b>Address:</b>	<b>Contact:</b>
<b>City, State, Zip Code:</b>	<b>Phone:</b>

**MORTUARY/FUNERAL HOME INFORMATION**

<b>Name of Funeral Home:</b>	<b>Contact:</b>	
<b>Address:</b>	<b>Ph:</b>	<b>Fax:</b>
<b>City, State, Zip Code:</b>	<b>Please Note: Mortuary/Funeral Home is required to provide the flag.</b>	



\*\*\*\*\*FUNERAL HONORS OFFICE USE\*\*\*\*\*

<b>Chaplain Information:</b> <b>(Active duty or 20 yr Retirees only)</b>	<b>Command Providing Honors</b>	<b>Personnel providing honors</b> Authorized by:
Chaplain Desired: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> <b>Full Honors</b>	1.
<input type="checkbox"/> <b>Protestant</b> <input type="checkbox"/> <b>Catholic</b>	<input type="checkbox"/> <b>Partial Honors 2-mbrs</b>	2.
<input type="checkbox"/> <b>Other (Specify)</b>	<input type="checkbox"/> <b>Ceremonial Bugle</b>	3.
Chaplain Name:	<input type="checkbox"/> <b>Live Bugler</b>	4.
Phone:	<input type="checkbox"/> <b>Taps CD</b>	5.
Notes:	<input type="checkbox"/> <b>Other</b>	6.
		7.