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

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

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

BREMERTON, WA
Commanding Officer
Naval Hospital Bremerton
Code: 015-BAS/HP01 Boone Road
Bremerton, WA 98312-1898
Phone: (360) 475-4790 / 4543

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: _____, am the Person Authorized to Direct Disposition (PADD)
(Full Name of Requester)

for the: Remains / Cremains of my: _____, _____.
(Relationship) (Full Name of Deceased)

_____, _____, _____, _____, whose death occurred on: _____,
(SSN) (Service) (Rank) (Status) (Date)

in: _____. The cause of death was: _____.
(City and State) (As Listed on the Death Certificate)

I request Burial-At-Sea and herby authorize the committal to sea of the Remains / Cremains from a Naval Vessel.

If at all possible, I would like to request the selected religious service be provided during the committal service:

Catholic / Protestant / Jewish / Other (Please Specify) _____

For other than currently active duty personnel, I understand, it is my responsibility to pay all expenses incurred for the remains, to include: preparation and casketing, or cremation and inurnment, plus delivery, to the selected port of embarkation. In the case of casketed remains, I understand I must engage a receiving funeral home in the area of the port, to prepare the casket for committal at sea.

Special Requests:

I am forwarding a camera for pictures of the BAS ceremony, etc. _____

_____

_____

The dates of military service: from: _____ until: _____, as confirmed by the attached documentation.

Required documentation to support the completed letter of request/authorization for BAS, signed by the PADD:

(1) photocopy of the death certificate, (2) burial transit permit or cremation certificate, (3) copy of the DD Form 214, discharge certificate or retirement order.

_____ (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 / USMC / Air Force / Army / Other, Status: AD / Ret / Vet / Depn. FM

Preparing / Shipping Funeral Home: _____ Address: _____

City: _____ ST: ___ ZIP:_____ Phone: ( ) _____ Fax: _____

Point of Contact: _____, **Remains are being shipped in a state of preservation to ensure no odorous emissions / decomposition for a period of at least 60 days. Signature/Certification by representative of the shipping Funeral Home: _____, Date: _____,** Documentation Forwarded: Y / N

Receiving Funeral Home at Port: _____ Address: _____

City: _____ ST: ___ ZIP:_____ Phone: ( ) _____ Fax: _____

Point of Contact: _____, Required Documentation Received: Y / N

Areas of Inspection	Date	Initials
1. The remains have been received in a state of preservation to ensure no odorous emissions or decomposition for a period of at least 60 days.		
2. The remains are in a metal casket and all seals normally designed to inhibit the penetration of external elements into the casket have been removed.		
3. Casketed remains must weigh at least 300 pounds. Sandbags may be used for additional weight and when placed inside the foot-end of the casket, will ensure "feet first" sinking.		
4. The casket is banded with a minimum of six (6) nylon or metal bands, at least ¾ of an inch wide. The bands are placed: two around the head panel, two around the foot panel, one lengthwise, over and under, head to foot, and one horizontally head to foot .		
5. A total of 20, two-inch holes have been drilled in the casket. The holes are spaced to ensure there are four holes in the head panel; four in the foot panel; eight holes in the bottom and two in each end.		

INSPECTION CERTIFICATION

Location of Inspection: _____

Funeral Director Present at Inspection: (Print Please) _____

_____, _____
(Signature) (Date)

Name of Command of Naval Inspector (Print Please)

_____

_____, _____
(Signature) (Date)

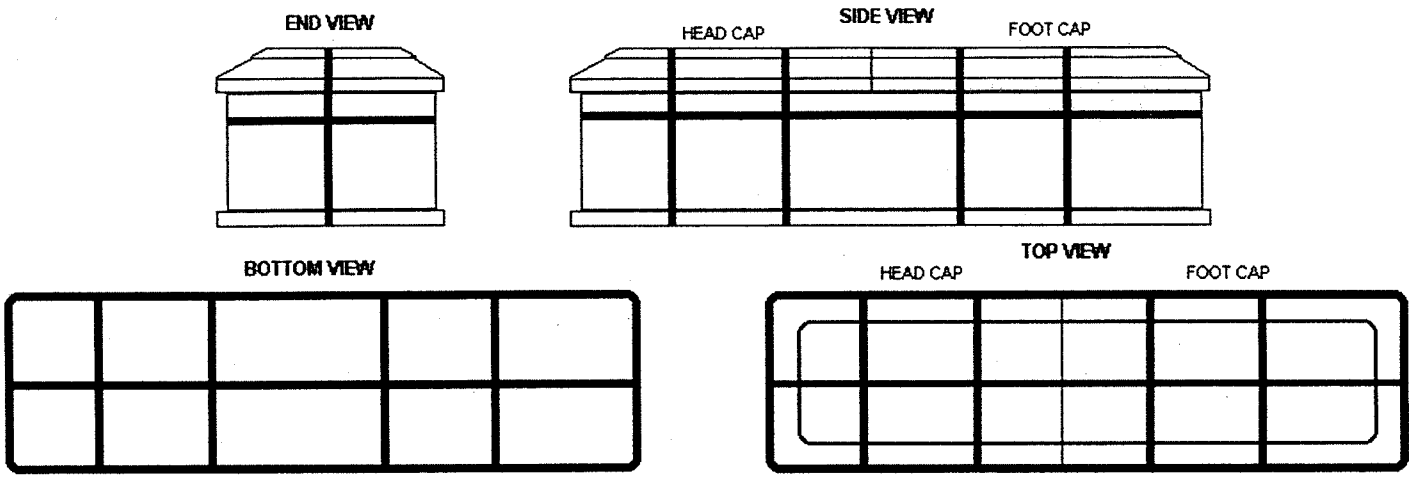
GUIDELINES FOR CASKET PREPARATION

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.

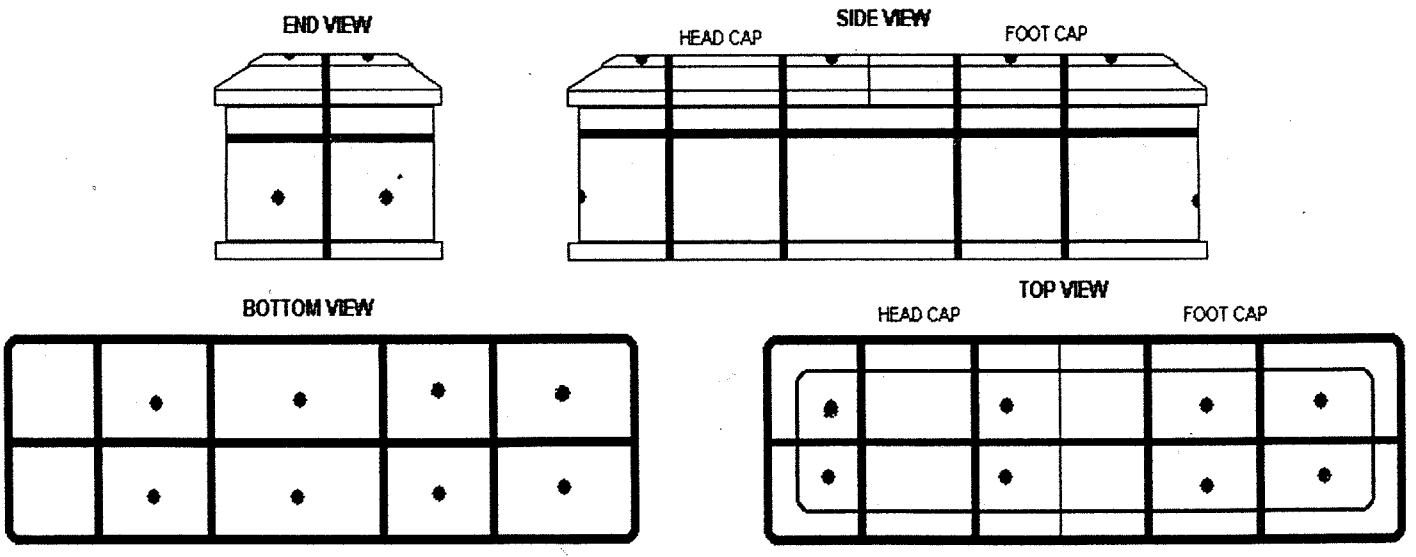
BANDING

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.