

MILPERSMAN 1770-271

MEMORIAL SERVICE TRAVEL

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References	<ul style="list-style-type: none">(a) P. L. 111-84, Section 635, National Defense Authorization Act for Fiscal Year 2010(NDAA 2010)(b) 37 U.S.C., Chapter 7, Travel and Transportation Allowances(c) Directive-Type Memorandum (DTM-10-008-USD), Personnel & Readiness (P&R)of 11 May 2010(d) DoD Directive 1300.22 of 3 Feb 00(e) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members(f) SECNAVINST 1730.7D, Religious Ministry within the Department of the Navy
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1. **Purpose.** Reference (a) and amended section 411f of reference (b) authorizes round trip travel and transportation allowances to eligible relatives to attend a memorial service for a deceased active duty Sailor at a location other than the location of the burial ceremony. Reference (c) establishes (DoD) policy until changes are incorporated in reference (d).

2. **Policy.** The Navy will provide round-trip travel and transportation allowances to eligible family members to attend one memorial service of any Sailor who dies while on active duty. This entitlement is only for a command memorial service at a location other than the burial location. The deceased Sailor's command or designated Navy representative will coordinate with the Primary Next of Kin to invite eligible family members to attend the memorial service.

3. **Authorized Travelers.** An eligible relative is authorized travel and transportation allowances for one round-trip to the installation or unit memorial service. This round-trip is in addition to the burial ceremony. Reimbursable expenses are limited to authorized travel entitlements as outlined in reference (e). Authorized travelers include:

a. The surviving spouse (including a surviving spouse who has remarried since the Service member's death).

b. Child or 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. Person authorized to direct disposition (PADD).

f. Attendants. The Navy will provide round-trip travel and transportation allowances to an attendant who accompanies an eligible relative to the memorial service if the Office of the Chief of Naval Operations (OPNAV), Navy Casualty Assistance (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 memorial service, qualified to serve as an attendant.

4. **Authorized Allowances**. Travel and transportation allowances are limited to travel to and from the memorial service location plus 2 days of per diem at the memorial service location.

(a) Travel by privately owned conveyance (POC) or personally procured commercial travel: If the traveler desires to travel via privately owned vehicle (POV) or pays for his/her own commercial air fare, the traveler will need to complete DD 1351-2 (3-08), Travel Voucher or Subvoucher, and submit the form with receipts to OPNAV (N135C) for liquidation.

(b) Travel via government provided commercial air: If the traveler desires to travel via government provided commercial air, OPNAV (N135C) will make reservations for the traveler.

5. **Memorial Service**

a. A memorial service may be a command function, divine service, or other religious service as defined in reference (f).

b. The decision to conduct a memorial service is a command or service function.

c. Only one memorial service for a deceased active duty Sailor will be recognized for Government-funded transportation and allowances, unless the original service for the deceased Sailor was limited to a memorial service because no remains were recovered.

d. Memorial service locations include the continental United States, Alaska, Hawaii, United States territories, and the last permanent duty station or home port of the Sailor.

e. Transporting eligible family members into a theater of combat operations is not authorized.

f. Funded memorial service travel is limited to a 2-year period following the loss of the Sailor; this limitation may be waived by the Secretary of the Navy.

6. Commanders (CDRs)/Commanding Officers (COs)/Officers in Charge (OICs)/Command Master Chiefs (CMCs). Commands conducting memorial services will:

a. Coordinate with the Religious Ministry Program to ensure adequate support is available for all units for the memorial services per reference (f);

b. Ensure that all eligible family members are invited to the command's memorial service;

c. Ensure that eligible family members are kept informed of current status, schedule of events, and changes to the memorial service;

d. Coordinate travel of authorized travelers including lodging and installation access;

e. Coordinate with OPNAV (N135C) for accounting data and flight reservations if required; and

f. Arrange for travel assistance (by use of duty drivers or other command means) for family members who are attending the command memorial service.

(1) Ensure all Navy personnel understand the importance of the Dependency Application/Record of Emergency Data and accurately complete the form with contact information for eligible funeral travelers as identified above. The Electronic Service Record (ESR) has to be updated as soon as possible when changes occur to names and contact information for the next of kin, PADD, and beneficiaries.

(2) If a Sailor desires to attend the memorial service for a family member who is serving in another Service, the parent command shall notify OPNAV (N135C). OPNAV (N135C) will provide Line of Accounting (LOA) data for reimbursement of travel expenses per DoD requirements. Travel arrangements for the Sailor are the responsibility of the parent command. Likewise, at the completion of travel, the parent command is responsible for processing the Sailor's submitted travel claim for reimbursement of authorized expenses. For accounting purposes, forward a copy of the travel orders, as well as, paid claim vouchers to OPNAV (N135C).

7. Commander Navy Installations Command (CNIC). Casualty Assistance Calls (CAC)/Funeral Honors Support (FHS) Program Manager shall:

a. Ensure Regional CAC/FHS Program Coordinators and casualty assistance calls officers (CACOs) are provided proper training regarding policy and procedures for memorial service travel and allowances.

b. Coordinate with CNIC CAC/FHS Program Manager, OPNAV (N135C), other Regional CAC/FHS Program Managers, commands, and CACOs to assist eligible travelers with memorial service travel arrangements.

c. Notify OPNAV (N135C) if any problems are encountered with locating eligible memorial service travelers.

d. Provide courtesy CACO assistance to support eligible travelers' requirements and assist with liquidation of travel claims.

e. Ensure the Regional CAC/FHS Program Coordinators and CACOs ascertain eligible traveler's intentions to travel to the memorial service.

(1) **Travel by POC or personally Procured Commercial Travel:** If the traveler desires to travel via POV or procures his/her own commercial air fare, assist the traveler in completing a DD Form 1351-2, Travel Voucher or Subvoucher, and submit the claim with receipts to OPNAV (N135C) for liquidation.

(2) **Travel via Government Provided Commercial Air:** If the traveler desires to travel via government provided commercial air, notify OPNAV (N135C) of traveler's desires. OPNAV (N135C) will make reservations for the traveler. Assist with completing a DD Form 1351-2 and submit the form with receipts to OPNAV (N135C) for liquidation, upon traveler's return.

(3) Coordinate with commands and other CACOs to assist family members and eligible memorial service travelers with transportation to and from airports.

8. OPNAV (N135C). Navy Casualty Assistance, OPNAV (N135C), shall:

a. Create a record in the Defense Casualty Information Personnel System (DCIPS) to document events (including memorial service travel) upon notification of a personnel casualty resulting in death;

b. Make reservations for the traveler, if the traveler desires to travel to the memorial service via government provided commercial air. At the completion of the travel, process the traveler's submitted travel claim for reimbursement of authorized expenses;

c. Process submitted travel claim for reimbursement of authorized expenses, if the traveler desires to travel via POV or procures their own commercial air fare; and

d. Provide LOA data to the Sailor's parent command for reimbursement of authorized expenses for Sailors who attend a memorial service for a family member who was serving in another Service.