



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORINST 1770.1  
N5  
23 Aug 2023

COMNAVRESFOR INSTRUCTION 1770.1

From: Commander, Navy Reserve Force

Subj: FUNERAL HONORS SUPPORT PROGRAM

Ref: (a) OPNAVINST 1770.1B  
(b) CNICINST 1770.1B  
(c) RESPERSMAN 1570-020

1. Purpose. To set policy and expectations for Reserve support to Commander, Navy Installations Command (CNIC) Funeral Honors Support Program (FHSP) per references (a) and (b).

2. Background

a. Funeral honors support is the final demonstration of our country's gratitude to those who have faithfully defended the nation and commemorates the honorable service of deceased Navy personnel. The practice of rendering funeral honors is a solemn and sacred obligation and a total force mission. Rendering military funeral honors reflects the high regard and respect accorded to Naval Military Service.

b. Reference (a) assigns responsibilities, establishes business process ownership, and provides procedural guidance for FHSP. Reference (b) sets policy for the effective and efficient management of the CNIC FHSP. Reference (c) provides guidance and direction on other inactive duty types and inactive duty training special uses.

3. Responsibilities

a. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) will ensure Navy Reserve support is provided to the FHSP and coordinated with CNIC, as necessary.

b. Navy Reserve Region Readiness and Mobilization Command (REDCOM) will:

(1) Ensure Navy Reserve support is provided to the FHSP via the Navy Reserve Activities.

(2) Coordinate with CNIC Region Commands (REGCOM), as required.

(3) Provide guidance and direction to Navy Reserve Center (NAVRESCEN) Commanding Officers (CO) to determine the balance of priorities between required mission set and support for funeral honors duty, as necessary.

c. NAVRESCENs will:

(1) Provide personnel support to the FHSP to include Active Duty, Training and Administration of the Reserve, and Selected Reserve (SELRES) personnel.

(2) Coordinate with CNIC REGCOM Funeral Honors Coordinators, as required, to provide appropriate support to funeral honors duty requests or to communicate, as necessary, if unable to support the funeral honors request.

(3) Support funeral honors to the maximum extent practicable without sacrificing the ability to execute primary mission set – the training, administration, and mobilization of the Reserve Force.

(4) Notify the REDCOM when funeral honors tasking would negatively impact NAVRESCEN primary mission execution and the NAVRESCEN will be unable to support the funeral honors request.

4. Actions.

a. NAVRESCENs will:

(1) Not close the NAVRESCEN to perform funeral honors.

(2) Not assign NAVRESCEN staff for funeral honors in such a way that renders the NAVRESCEN unable to complete its primary mission and associated tasks.

(3) Not assign funeral honors duties to any NAVRESCEN staff on Friday, Saturday, or Sunday of a Drill Weekend (DWE) unless, in the CO's judgement, those duties would not interfere with DWE mission accomplishment.

(4) Ensure that any SELRES member who is delinquent on any medical, administrative, training, or other requirements, is not assigned funeral honors duties until completion of all such requirements.

(5) Use discretion when approving drill reschedules, per reference (c), to support funeral honors, in coordination with the Navy Reserve Readiness Unit CO.

(6) Communicate with the REDCOM when funeral tasking would negatively impact NAVRESCEN primary mission execution.

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

(7) Follow guidelines per reference (b) when executing and training for funeral honors duties.

(8) Follow guidelines per reference (c) when approving and processing a member's request to perform funeral honors.

6. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR N5 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

A handwritten signature in blue ink, appearing to read 'J. B. Mustin', with a long horizontal flourish extending to the right.

J. B. MUSTIN

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site at <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/>