

Religious Support to Funerals and Memorial Ceremonies and Services

1. Change 1 to ATP 1-05.02, 29 March 2013, corrects page numbers and one typographical error in Table of Contents.
2. Corrects use of three acronyms in Preface, chapters 1 and 2.
3. Corrects a paragraph numbering error in chapter 2.
4. Updates the glossary by removing words used less than four times IAW TRADOC Regulation 25-36, removing Section II: Terms and adding one acronym.
5. ATP 1-05.02, 29 March 2013, is changed as follows:

Remove Old Pages

Insert New Pages

page i through iii

page i through iii

page 1-1 through 1-2

page 1-1 through 1-2

pages 2-1 through 2-4

pages 2-1 through 2-4

page Glossary-1

page Glossary-1

6. File this transmittal sheet in front of the publication for reference purposes.

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Preface

Army Techniques Publication (ATP) 1-05.02 establishes a common understanding, foundational concepts and methods for executing religious support (RS) during funeral services and memorial ceremonies and services. ATP 1-05.02 provides comprehensive doctrinal guidance on religious support techniques for chaplains and chaplain assistants.

PURPOSE

This Army techniques publication provides fundamental doctrinal guidance on the execution of funeral services and memorial ceremonies or services.

SCOPE

This manual contains three chapters. Chapter 1 links the religious support mission, required capabilities and core competencies with the mission to perform funerals, memorial services and ceremonies. Chapter 2 focuses on the differences between memorial ceremonies and services and defines ramp ceremonies and broad planning considerations. Chapter 3 details the execution of religious support for military funerals to include care of the bereaved, funeral arrangements for chapel and graveside services and proper presentation of the American flag.

APPLICABILITY

ATP 1-05.02 applies to commanders, Chaplains, and Chaplain Assistants. This publication applies to all members of the Army profession, to include the Active Army, the Army National Guard (ARNG), and the United States Army Reserve (USAR). The principles of Army religious support doctrine presented in this manual enable chaplains and assistants to apply creative, flexible, and innovative approaches to specific missions and operational environments. ATP 1-05.02 is nested with Field Manual (FM) 1-05.

ADMINISTRATIVE INFORMATION

Terms that have joint or Army definitions are identified in both the glossary and the text. The U.S. Army Chaplain Center and School (USACHCS) is the proponent of this publication. The preparing agency is the Army Doctrine Proponency Division, U.S. Army Combined Arms Center. Send written comments and recommendations on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Combined Arms Center and Fort Leavenworth, ATTN: ATZL-CD (ATP 1-05.02), 300 McPherson, Fort Leavenworth, KS 66027-1352. Send comments and recommendations by e-mail to leav-cadd-web-cadd@conus.army.mil. Follow the DA Form 2028 format or submit an electronic DA Form 2028.

Chapter 1

Religious Support

MISSION

1-1. The mission of the Army Chaplain Corps is to provide religious support to the Army by assisting the commander in providing for the free exercise of religion and providing religious, moral, and ethical leadership. (See Figure 1-1)

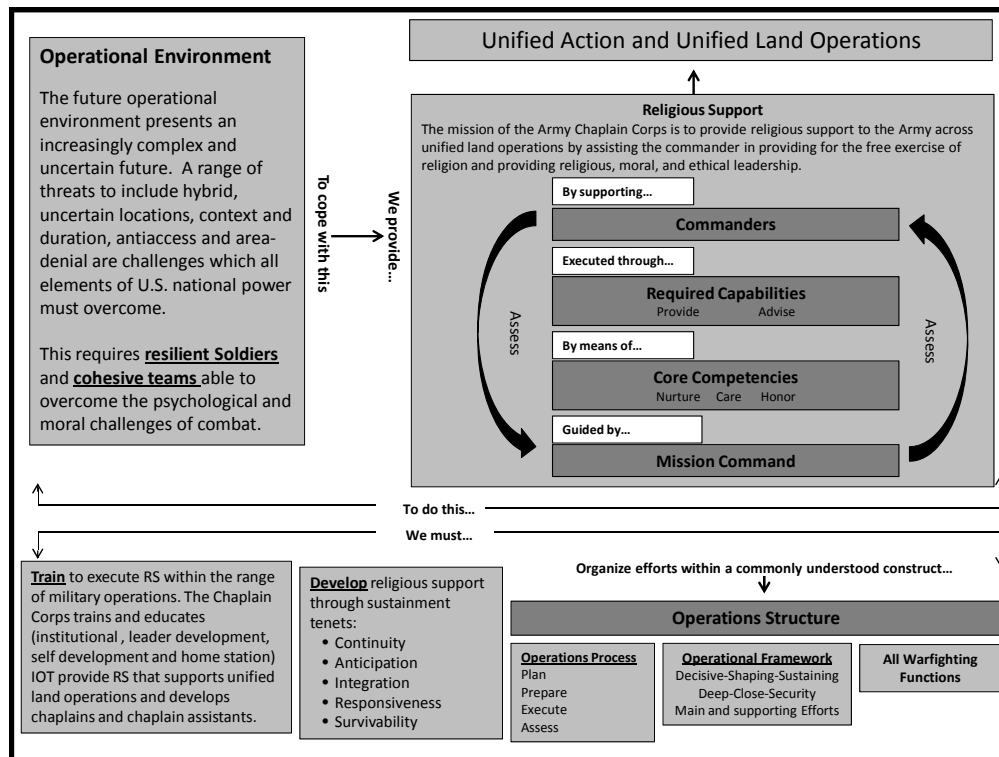


Figure 1-1: Religious Support Logic Map

REQUIRED CAPABILITIES

1-2. The Army requires the capability to provide religious support and the capability to advise commanders on the impact of religion, both within the unit and its impact on the unit mission. These two required capabilities reflect the dual role of the Chaplain Corps: religious leader and religious staff advisor. (See FM 1-05 for more detail on required capabilities.)

RELIGIOUS SUPPORT CORE COMPETENCIES

1-3. The three core competencies of the Chaplain Corps provide a clear and consistent way of conveying expectations for our dual roles as a religious leaders and religious staff advisors. They provide the fundamental focus and direction as the Chaplain Corps executes its critical and required religious support mission: nurture the living, care for the wounded and honor the dead. (See FM 1-05 for more discussion on religious core competencies.)

RELIGIOUS SUPPORT TO FUNERALS AND MEMORIALS

1-4. As an integral part of the three core competencies, chaplains provide religious support during funeral services and memorial ceremonies and services. A memorial ceremony may be performed by a unit following the death of a Soldier in an operational environment and by the rear detachment at home station for those not deployed. The unit may perform a memorial ceremony at home station in a post chapel, the post theater or another appropriate facility. A chaplain may offer a prayer during a ramp ceremony on an airfield in an operational environment. A funeral may be rendered at a local cemetery, the post chapel or at a location selected by the Family. A chaplain may render honors or conduct a funeral for Soldiers, retirees, uniformed members of a Joint force, authorized civilians or Family members. These are time-honored traditions of the Army profession.

1-5. Whatever the event or location, the chaplain's primary role during military funerals, memorial services and ceremonies is to ensure the religious portion is performed or provided for with sensitivity to the religious and emotional needs of the Family and military unit of the deceased. The chaplain, supported by the chaplain assistant, encourages a positive tone and attitude in the unit and prepares an appropriate order of worship, a message of hope or an appropriate memorial ceremony to address Family and unit needs.

1-6. The chaplain is a special staff officer who advises the commander in matters pertaining to the religious aspects of military funerals and memorial ceremonies and services. Due to the rich religious diversity of our Nation and our Army, all active duty and Reserve Component (ARNG and USAR) chaplains must be aware of the funeral practices and religious requirements of various faith groups in the military. The chaplain advises the commander on matters pertaining to the religious aspects of the funeral, memorial ceremony or service and may be directed by the commander to oversee the coordination of other details. As a special staff officer, the chaplain, working on behalf of the commander, coordinates with other agencies/sections to provide a well-coordinated service or ceremony. As religious leaders, chaplains conduct these services and ceremonies and play an important role in the Army's tribute to Soldiers and authorized civilians who have honorably served their nation.

1-7. The chaplain assistant coordinates support for the chaplain throughout the entire process of planning and providing the service or ceremony. (In the absence of a chaplain assistant, the chaplain will coordinate the following duties and responsibilities.) With the chaplain's guidance, the chaplain assistant:

- Consults relevant Standard Operating Procedures (SOP) and current regulations in order to coordinate for and complete the necessary administrative tasks and support requirements.
- Ensures the chapel or similar site is properly set-up in accordance with local SOPs, Army regulations (AR), the chaplain performing the service, any denominational or faith-specific requirements and in an operational environment, security considerations for the chaplain.
- Serves as a liaison between the command, the chapel or church staff or memorial site personnel, and if applicable, the burial detail and keeps everyone informed of any "last minute" adjustments.

SUMMARY

1-8. Chaplains and chaplain assistants advise the commander, provide pastoral care to Family and friends, execute funerals and memorials and coordinate the support required to properly execute this type of religious support mission. Wherever they are conducted and whatever their components, military funerals, memorial ceremonies and memorial services pay tribute to those who have honorably served our nation. Each final tribute draws from our national, military and religious traditions and adds to it, not routinely nor impersonally, but profoundly and with compassion.

Chapter 2

Memorial Ceremonies and Services

OVERVIEW

2-1. Our nation reveres those who have died in military service. Religious support honors the dead. Memorial ceremonies, services and ramp ceremonies reflect the emphasis the American people place on the worth and value of the individual. Chaplains conduct these services and ceremonies at home station and while deployed in support of decisive action, fulfilling a vital role in rendering tribute to America's sons and daughters who paid the ultimate price serving the nation in the defense of freedom.

2-2. **Memorial ceremonies and services are a command responsibility.** Commanders will conduct a memorial event for every Soldier who dies while assigned to their unit, regardless of the manner of death to include suicides. (AR 600-20, para 5-14(a)).

2-3. As with any mission, thorough training, a detailed and integrated planning cycle and extensive rehearsals ensure honors are rendered professionally and compassionately. Planning for memorials should begin within 24 hours of notification of the death of a Soldier or authorized civilian and include the commander, chaplain, command sergeant major, other relevant staff members and participants. The unit or higher headquarters memorial SOP provides guidance for the memorial event. In the absence of a higher SOP, units should develop a Memorial SOP. Since memorials are unplanned events that can happen both at home station and while deployed, units should conduct training in order to be prepared to execute a quality ceremony or service that does not appear rushed but proceeds smoothly while rendering honors for a fallen Soldier or authorized civilian.

2-4. **The chaplain should ensure that the differences between a service and ceremony are understood by the command.** Unit memorial ceremonies and services show respect to the service of Soldiers who have died, and offer support to unit survivors. These memorial events assist surviving Soldiers in dealing with the realities of death. Memorial events honor the military service and the contribution the Soldier made while in uniform. The unit memorial event allows surviving Soldiers a means for expressing their grief and assists in the healing process.

2-5. Unit commanders may request an exception to policy not to conduct a memorial event through their command channels. The first general officer in the chain of command may approve the exception only when the deceased Soldier:

- Has been convicted of a capital offense under Federal or State law for which the person was sentenced to death or life imprisonment without parole.
- Has been convicted of a serious offense, which is defined as a military or civilian offense, which if prosecuted under the UCMJ, could be punished by confinement of 6 months or more and/or a punitive discharge.
- Is found by the first general officer in the chain of command to have committed a capital offense or serious offense, as used herein, but the deceased Soldier has not been convicted of such crime because the Soldier was not available for trial due to his/her death. (AR 600-20, para 5-14(b))

MEMORIAL SERVICE

2-6. **A memorial service is a command program with religious orientation. Attendance by members of the unit is strictly voluntary.** (AR 600-20, para 5-14) A Memorial Service should be sensitive to the deceased Soldier's faith group and to the needs of the Soldiers who voluntarily attend. (AR 600-20, para 5-14) The focus of the service is on the faith of the deceased and if applicable, the wishes of surviving Family members. If possible, a chaplain of the faith group of the deceased will conduct the service. This may not be possible if the unit is deployed. Coordinate with higher headquarters (HQ) chaplains for religious support personnel available in theater.

2-7. The elements of a memorial service may be similar to a military funeral and circumstances should dictate an appropriate order of worship. A Memorial Service may include the following: Prelude, Invocation, Scripture Reading, Meditation, Prayer, Silent Tribute or Roll Call, and Benediction. (AR 600-20) **NOTE: If the Family is present and the unit includes the Last Roll Call in the service, prepare the Family for this portion of the event.**

2-8. Chaplain involvement is extensive. Any requirement for specific rites and sacraments are guided by the deceased Soldier's faith group. The chaplain conducting the service may use any Scripture passage that is appropriate to the faith of the deceased with an emphasis on providing hope and comfort to all in attendance. If other elements will be included in the service (e.g. Last Roll Call), the chaplain will conduct a thorough planning and rehearsal cycle in order to seamlessly integrate these elements into the memorial service.

2-9. While the chaplain is the lead, the chain of command may be included in the planning and execution of the service. Since a memorial service is a religious service with elements of worship, support and setup are based upon faith group requirements. During the planning phase, the officiating chaplain should take into consideration any special religious requirements necessary to properly perform the service and honor the deceased.

MEMORIAL CEREMONY

2-10. **A memorial ceremony is a command program with a ceremonial orientation. Attendance by members of the unit may be made mandatory.** (See AR 600-20, para 5-14) Although there are religious aspects to the memorial ceremony, such as an invocation and benediction, the major focus will be on military tributes and honors. A memorial ceremony may include the following: Prelude, Posting of the Colors, National Anthem, Invocation, Memorial Tribute, Readings, Address, Memorial Prayers, Silent Tribute or Roll Call, Music, Benediction, Firing of Volleys, and Sounding of Taps. (AR 600-20, para 5-14c(1)) **NOTE: If Family is present and the unit includes the Last Roll Call in the ceremony, prepare the Family for this portion of the event.**

2-11. The primary focus is on military tributes and honors and is sensitive to the needs of the Soldiers and unit morale. Though the faith group of the deceased is secondary, it may contain some religious elements (prayer and/or a brief message from a chaplain). Chaplain comments should emphasize hope and care to the unit members and if applicable, to the Family in attendance. Chaplain comments should reflect sensitivity that not all in attendance share the same faith, denominational affiliation, or theological beliefs.

2-12. The memorial ceremony is a command function. Since the memorial ceremony is patriotic in nature, the background of the officiating chaplain is not of primary concern. Service members of all faiths and denominations will attend the ceremony. The pluralistic nature of those in attendance should be considered when planning the ceremony. The ceremony should be planned to provide dignity and meaning to all who attend.

2-13. Memorial ceremonies honor our fallen Soldiers and provide an environment for survivors to grieve. The opportunity to grieve can provide healing and renewal to the living that allows the unit to move forward with its collective mission. Therefore, memorial ceremonies will be planned, rehearsed and executed properly. Commanders have responsibility for Memorial Ceremonies but will often delegate responsibility for their planning and execution to the chaplain. Consult your unit or higher HQs SOP for specific tasks and always seek guidance and assistance from your supervisory chaplain and chaplain assistant.

2-14. If a chapel is used for the ceremony, the chaplain and chaplain assistant must neutralize the chapel and remove all religious symbols. Religious vestments are not used and religious terminology is kept at a minimum. The contents of a memorial ceremony vary depending on circumstances (deployed or at home station), current conditions in the operational environment, SOPs and commander's intent. The ceremony may be simple with only a few basic elements or very involved and formal. During the planning cycle, the unit may consider integrating tribute videos and producing high quality copies of the bulletin, speaker remarks and video for the Family. All comments (especially those given to the Family) need to be reviewed prior to the ceremony for appropriate language and content.

2-15. In an operational environment, be prepared to conduct the ceremony outside, without power and taking into account the current security of the area. For planning purposes, determine what elements must be executed balanced with the realities of the operational environment. Supervisory chaplains and chaplain assistants should conduct training prior to any deployment.

COMBATANT THEATER MEMORIAL EVENTS

2-16. Commanders of units deployed to combatant theaters or other contingency operations may conduct memorial events in the theater as the tactical situation permits and another event upon return to home station. (AR 600-20, para 5-14(d)) Rear detachment may also conduct memorial events for fallen Soldiers while the unit is still deployed. During the deployment planning cycle, chaplains and chaplain assistants should take into account equipment and resources required to perform memorial events in a deployed environment. Based on the operating environment, the maturity of the operation and the mission of the unit, a packing list may include a flag stand, an appropriate digital selection of music to include a digital bugle, a generic script and a pre-approved bulletin. Consult the higher HQs SOP for more information and guidance.

PLANNING A MEMORIAL CEREMONY

2-17. NOTE: These are general planning considerations. Follow guidance in established installation or higher HQs SOPs and from the commander.

- Will normally not occur less than 3 days or more than 7 days after the death. This may change if conducted while deployed.
- Ceremony should not exceed 30 minutes. Operational environment should be taken into consideration during the planning process. If multiple Soldiers are being honored, the time required to properly honor their service will need to be adjusted and should not exceed one hour.
- Remarks by commanders, chaplains and other participants should not exceed 5 minutes.
- Chaplain meditation will focus on providing comfort and hope to audience.
- Music selected for the event should reflect the patriotic nature of the ceremony.
- Outdoor memorial ceremonies:
 - Conducted in unit formations as a company or battalion event. Refer to Training Circular (TC) 3-21.5 for drill and ceremonies.
- Indoor memorial ceremonies:
 - Indoor memorial ceremonies are non-saluting events unless the commander designates the event as an outdoor ceremony conducted in an indoor setting. Inform all attendees of this change at the beginning of the ceremony. The only saluting allowed during the indoor ceremony is the rendering of individual honors after the ceremony ends.
- Determine any religious issues:
 - If the deceased is Roman Catholic, a Memorial Mass may be celebrated. Time and place are arranged by next-of-kin and the Catholic chaplain. The Mass can follow immediately after the unit memorial ceremony.
 - When possible, honor specific religious requirements (e.g., No services for Jewish or Seventh Day Adventist personnel on Saturdays.)
 - If deceased Soldier member is of another religious faith, the unit chaplain will determine appropriate requirements of that faith group. The chaplain must make every reasonable effort to respect the faith group requirements of the deceased.

RAMP CEREMONY

2-18. A ramp ceremony is a solemn ceremony for a service member who dies while deployed. It takes place at an airfield in an area of operations. The chaplain's participation in the ramp ceremony is one of honor and is based on the commander's guidance. The chaplain is to be the religious leader for both the fallen Soldier or authorized civilian and the personnel conducting the ramp ceremony.

2-19. Unit commanders will plan and execute the ramp ceremony in accordance with higher HQs SOPs, Air Force policy, commander's guidance, national caveats (for multinational partners), current conditions in the operational environment and the specific type of aircraft used to move the remains. The ramp ceremony is not a funeral and does not replace the requirement to conduct a memorial event. A ramp

ceremony is a command-directed activity normally only occurring in a deployed environment that may be conducted in addition to a unit memorial event. The combatant commander normally establishes policies within a theater of operations that may restrict or preclude the conduct of this ceremony in order to ensure the expeditious movement of remains. (AR 600-20, para 5-14c(3))

2-20. The chaplain should be prepared to conduct the ceremony with a variety of aircraft. Tactical situations in the operational environment impact the execution of the mission and can include the aircraft moving the remains unable to shut down its engines. Chaplains will need to plan and train accordingly in order to be prepared to conduct the ceremony under a variety of conditions. For planning considerations, determine religious support requirements for the transport of remains from the hospital or morgue to the airfield where the Ramp Ceremony will be conducted by the unit.

SUMMARY

2-21. Our nation reveres those who have died in military service. Memorial ceremonies and services reflect the emphasis the American people place on the worth and value of the individual. The Chaplain Corps fulfills a vital role in rendering tribute to America's sons and daughters who paid the ultimate price while serving the nation in the defense of freedom. Memorials pay final tribute to fallen comrades and facilitate honor, dignity, and care in paying tribute to the fallen.

Glossary

The glossary lists acronyms and terms with Army or joint definitions. Where Army and joint definitions differ, (Army) precedes the definitions. Terms for which ATP 1-05.02 is the proponent are marked with an asterisk (*). The proponent manual for other terms is listed in parentheses after the definition.

Section I – Acronyms

ATP	Army Techniques Publication
CAO	Casualty Assistance Officer
DA	Department of the Army
NCOIC	Noncommissioned Officer In Charge
OIC	Officer In charge
SOP	Standard Operating Procedure
U.S.	United States

