

will carefully protect the personal and religious interests of all who come to him to matter the type or character of the problem presented.

100. **Marriages.**—All Chaplains are available to perform marriage ceremonies, subject to the laws of the State, the regulations of the Navy, and the rules and religious requirements of the respective churches of the interested parties. When a Chaplain cannot function personally in such cases, he will be glad to help secure the services of a Chaplain who can do so. Persons planning marriage will do well to confer with the Chaplain in advance.

101. **Funerals.**—All Chaplains are available to conduct appropriate funeral services for the personnel of the Navy, active and retired, and for the dependents or families of service personnel. It is customary for the Chaplain to call on the families in time of bereavement, at which time the wishes of the family regarding the funeral services will be ascertained and all possible help rendered in order that expressed wishes are carried out. The military details are arranged through the proper Naval authorities, and the Chaplain is prepared to inform the families how to get in touch with these authorities.

102. **Advice and assistance.**—The Chaplain of a ship or station is prepared to give advice and extend assistance to naval personnel and their dependents concerning government procedure, benefits, and gratuities. The Chaplain will be glad to assist persons who desire to make wills, purchase insurance, execute affidavits, execute the power of attorney, or are in need of help in connection with the preparation of other legal papers. In all cases, if he cannot take care of the matter himself, he will be able to inform the applicant or interested party of the location of the agency or individuals who are best qualified to help with such problems. The Chaplain is also concerned with persons whose aid and assistance may be secured from the various welfare agencies, such as the Veterans' Administration, U. S. G., and the American Red Cross.

103. **Naval Relief Society.**—The Chaplain is usually an officer in the Naval Relief Society or in close touch with the Naval Relief Society. He is acquainted with those who are in charge of the local or nearest Auxiliary of the Naval Relief Society and is in a position to advise naval personnel concerning the rules and regulations covering loans, gratuities, hospitalization, educational scholarships, and emergency grants provided by the Society to naval personnel or their families who are in financial distress.

104. **Denominations.**—All Chaplains are cognizant of the needs, rites and rituals of the various faiths—Protestant, Catholic, and Jewish—and they stand ready to extend assistance or secure necessary assistance for persons desiring the ministrations of a Chaplain of a particular faith or of an available local clergyman of the faith desired. Furthermore, Chaplains usually have in their custody various types of devotional material such as rosaries, prayerbooks, missals, models, Bibles and New Testaments, which are provided for distribution to naval personnel.

105. **Primary duty.**—The Chaplain's primary duty is to minister to the spiritual needs of naval personnel and their dependents, and he is available at any hour, day or night, to serve his constituents, no matter what the need or the problem.

Section XXIII

EMPLOYMENT FOLLOWING DISCHARGE

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106. **Reemployment.**—a. The Reemployment Division of the Selective Service System has been established in accordance with Section 3, Selective Ser-

the Act of 1945, as amended, to protect the interests of all discharged service personnel who may desire to return to their former employment or require other assistance in readjusting themselves to civilian life. One or more Reemployment Committees are attached to each local Selective Service Board to confer with discharged service men in connection with this problem.

b. The Reemployment Division of the Selective Service System works closely in the administration of its responsibilities with the U. S. Employment Service, the American Red Cross, the Vocational Rehabilitation Division of the United States Office of Education, and the Veterans' Administration.

107. **Employment of Disabled Naval Personnel.—a. General.**—The long as the provisions of Public Law 557 (75th Congress) of December 23, 1941, remain in effect, enlisted men of the Regular Navy and Naval Reserve who have become disabled for general service by conditions originating in the line of duty, which under peacetime conditions would lead to their separation from the service, may be retained for the convenience of the government and assigned to duty commensurate with their physical disabilities under provisions of direction issued by the Navy Department.

b. **Civilian Employment.**—The Navy Department, in conjunction with the Veterans' Employment Division of the U. S. Employment Service of the War Manpower Commission, has established a reemployment program for honorably discharged disabled naval personnel. The program provides that all naval personnel disabled in line of duty will be interviewed prior to discharge by representatives of the U. S. Employment Service. Because of the Nation-wide scope of the U. S. Employment Service, employment opportunities can be arranged in any section of the country and are not necessarily confined to the place of discharge or the home address of the individual concerned. It is the desire of the Navy Department and the U. S. Employment Service to provide honorably discharged disabled naval personnel with the immediate opportunity for civilian employment in naval shore establishments, in other essential Government work, or in vital war industries.

c. The Veterans' Employment Division of the U. S. Employment Service cooperates with the U. S. Civil Service Commission, the Veterans' Administration, the Vocational Rehabilitation Division of the U. S. Office of Education, the Selective Service System, and other Federal and State agencies.

NOTE: On March 24, 1945, the President approved an Act (Public Law No. 16) which establishes a new system of vocational training to be administered by the Veterans' Administration for veterans disabled in the present war. The purpose of this rehabilitation is to restore employability lost by virtue of a handicap due to service-incurred disability.

The following is quoted from the Act:

"Any person who served in the active military or naval service at any time after December 8, 1941, and prior to the termination of the present war, who is honorably discharged therefrom, and who has a disability incurred in or aggravated by such service for which pension is payable under laws administered by the Veterans' Administration, or would be entitled for receipt of retirement pay, and in its need of vocational rehabilitation to overcome the handicap of such disability, shall be entitled to such vocational rehabilitation as may be provided by the Administration of Veterans' Affairs to fit him for employment consistent with the degree of disability; provided, That no course of training in excess of a period of four years shall be approved nor shall any training under this part be afforded beyond six years after the termination of the present war."

For further information in connection with this training program, inquiries should be directed to the Veterans' Administration, Washington, D. C.

PART III

AMERICAN NATIONAL RED CROSS

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108. General.—The American National Red Cross covers all social activities by assigning, on request of Commanding Officers, Field Directors to homes and stations. These Field Directors assigned to naval homes and hospitals are instructed to supplement the Government's provisions for the care of sick men, to aid men in meeting needs of illness in their families, to arrange with the approval of the commanding officer for a timely departure when enlisted men are needed at home, and to meet other social problems which may affect the welfare or morale of the service men. Red Cross chapters are the channels between the field directors and the local community. The chapters are expected to give financial aid for special needs not provided for from public funds, to provide a basis of maintenance when public relief is not available, and to aid in the plans for family adjustments necessary by reason of military service.

109. Specific functions.—The Red Cross conducts a program of home service in the established in hospitals and social services for patients. This program is carried out with the following functions:

a. Communication and information services.—Assistance with communication between service men and their families and inquiry in regard to their welfare; information concerning relations and legislation affecting service men and service men and their dependents.

b. Reporting services.—Cooperation with the military and naval authorities by obtaining social history material required for medical treatment, and by making reports on home conditions needed by commanding officers in deciding questions of discharge, furloughs, or clemency.

c. Discharge services.—Assistance to disabled service men returning to civilian life and their dependents, and to dependents of deceased men in procuring claims for pensions and other benefits.

d. Family service.—Financial aid for special needs and basic maintenance when other resources are not available, or pending arrangements for long-time care; consultation and assistance directed toward meeting these family difficulties which do not require financial aid; welfare service enabling clients to make use of resources or other organizations providing services not within the armed service program. The persons entitled to such Red Cross services include:

- (1) Officers, navy nurses, and enlisted personnel in all branches of the active service and their families.
- (2) Disabled ex-service men who have disabilities caused by military service, and their dependents.
- (3) Dependents of men whose death is caused by military service.
- (4) Civilians who are serving with the armed forces under conditions which render them liable to the hazards of military service.

110. How to obtain assistance.—In order to obtain the assistance of the American National Red Cross, individuals needing such services should contact the field director assigned to the military installation located nearest the individual's home, or at which the individual is serving, or last served.

ARTICLE XXV

FUNERAL AND BURIAL OF DECEASED PERSONNEL.

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111. **Entitlement.**—The law provides for interment locally at place of death, in a National or Naval cemetery, or for shipment to other place designated by the next of kin, of the remains of deceased members of the Navy and Marine Corps, who die while on active duty, or who are retained in a Naval Hospital for treatment after discharge from active duty, and also of accepted applicants for enlistments. Local interment (not shipment) may be authorized at Government expense for inactive retired personnel, inactive members of the Fleet Reserve transferred after 18 to 30 years' service, and Naval prisoners when death occurs while under treatment in a Naval Hospital. For information in connection with reimbursement for certain expenses including shipment of remains of certain discharged personnel and for inactive retired personnel, see section XXV.

112. **Arrangements.**—a. Officers and enlisted men of the Navy or Marine Corps are entitled to burial in the National Cemetery at Arlington, Virginia (near Washington, D. C.); in the Golden Gate National Cemetery, San Bruno, California (near San Francisco); or in any of the National or Naval cemeteries located throughout the country, and if the family of the deceased shall request the Navy to assume active charge of the burial arrangements, interment is usually made in the National or Naval cemetery nearest to the home of the family.

b. If interment in a National or Naval cemetery is not desired, the Navy Department will arrange for local burial or will forward the remains to a locality designated by the next of kin for private burial. If the remains are to be sent home or to another designated point, transportation may be by express without escort, or in passenger service under the escort of one person at the next of kin may elect. Traveling expenses of the escort are paid by the Government. When desired and practicable, a member of the family of the deceased may act as escort.

113. **Expenses.**—a. There will be no expense to the family for local interment by the Navy, for interment in a National or Naval cemetery, nor for transportation of the remains to such cemetery or other place as may be designated by the next of kin.

b. If the remains are forwarded to the next of kin for private burial in a locality other than where death occurred, the expenses of preparation, encasement, and transportation will be borne by the Navy Department, and after the remains have arrived at the designated place, the Navy Department may allow not to exceed \$20.00 for expenses in connection with the funeral, applicable only in one or more of the following items: Hearse hire, transportation for immediate relatives to cemetery, undertaker's services, clergyman's services (not to exceed \$5), cost of single grave site, opening and closing of grave. This allowance may be paid by the Navy Department in one of the following ways:

If the funeral expenses HAVE BEEN PAID, claim for reimbursement in the allowable amount may be submitted by letter to the Bureau of Medicine and Surgery, Navy Department, Washington, D. C. (or in the case of Marine Corps personnel, to The Quartermaster, Headquarters, U. S. Marine Corps.

Washington, D. C.), accompanied by the funeral bill or bills, in duplicate, receipted to show by whom payment was made, and intended to show the nature of the services, the dates on which rendered, and the cost of each item. On each receipted bill should be placed the certificate "Correct and just; payment not received," which should be signed by the person who has paid the expenses.

If the funeral expenses HAVE NOT BEEN PAID, the unpaid bill or bills, in duplicate, may be forwarded to the Bureau of Medicine and Surgery, Navy Department, Washington, D. C., (or in the case of Marine Corps personnel, to The Quartermaster, Headquarters, U. S. Marine Corps, Washington, D. C.). The bill or bills should be itemized as described above, and should bear the certificate "Correct and just; payment not received," which should be signed by the payee. In addition, the bill or bills should bear or be accompanied by a statement signed by the next of kin requesting that payment of the authorized allowance be made to the person or persons who rendered services, and acknowledging that services were satisfactorily rendered as stated. When a bill is signed or receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example, "John Doe Company per John Smith, Secretary," or "Treasurer," etc., as the case may be. **THERE ARE NO BLANK FORMS TO BE FILLED OUT IN CONNECTION WITH THE ABOVE.**

c. If the remains are claimed at the place of death for private burial, the services of the Government being refused, the cost of hire or family of the deceased thereby relieves the Government of any responsibility or obligation for payment of funeral, burial, or transportation expenses.

d. When death occurs at the home of an officer or enlisted man, whose the services of the Government are not available, a local undertaker may be engaged for preparation of the remains and arrangement for burial at a cost not to exceed \$200.00. If interment is made locally no further allowance may be made but, if transportation is made to a locality other than where death occurred, the cost of transportation will be defrayed by the Navy Department and in addition not to exceed \$200.00 will be allowed for funeral and burial. Bills in such cases should be prepared and submitted as outlined above.

114. **Funeral Flag.**—If the remains are to be sent home or to another designated place for private burial, a United States flag to drap the casket will accompany the remains and may be retained by the family after funeral services. When death occurs at a place where a National flag cannot be obtained from a naval activity, the nearest county seat postmaster may be requested to furnish a flag, which will be replaced by the Navy Department through the Veterans' Administration.

115. **Honors.**—When burial is made in a cemetery in the immediate vicinity of a naval station, military honors will be provided at the funeral if practicable and if requested by the next of kin. However, it is not possible for the Navy Department to provide military honors at cemeteries that are not located in the vicinity of naval stations and in such cases it will be necessary for the relatives to arrange for the funeral services.

116. **Headstones.**—The graves in National and Naval cemeteries are marked with suitable headstones and are assured perpetual care. When burial is made in private cemeteries, a Government headstone to mark the grave may be obtained upon application by the family to the office of The Quartermaster General, U. S. Army, War Department, Washington, D. C.

117. During the present war bodies of deceased naval personnel will not be returned to continental United States where death occurs outside continental United States. At the termination of hostilities every effort will be made to return such bodies where the next of kin so requests.



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