

CHAPLAIN'S MANUAL



COMPILED BY:
NATIONAL CHAPLAIN JIM SANDMAN

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INTRODUCTION

THIS MANUAL IS TO BE USED AS A GUIDELINE FOR THE OFFICES OF CHAPLAIN OF BOTH OF THE USSVI AND BASE CHAPLAINS.

IT IS NOT INTENDED TO BE THE DEFINING END ALL TO PERFORMING THE DUTIES OF THE BASE CHAPLAIN – ONLY TO SUPPLY THEM WITH THOUGHTS, OUTLINES AND HELPS TO EQUIP THEM TO DO A SATISFACTORY JOB AND ASSIST THEM TO BE OF SPIRITUAL BLESSING AND TO HELP THEIR SHIPMATES.

YOU WILL FIND THIS MANUAL CONTAINS:

1. SUGGESTIONS FOR CHOOSING A CHAPLAIN.
2. SAMPLE PRAYERS
3. DUTIES OF THE CHAPLAIN
4. SAMPLE FUNERAL SERVICE AND MATERIALS
5. SAMPLE MEMORIAL SERVICE PROGRAMS
6. APPENDIXES

CHOOSING A CHAPLAIN

While it would be helpful for the Chaplain to be a member of the Clergy, this is not always possible inside the ranks of our organization.

For obvious reasons, the person considered for the job should be somewhat familiar with the Bible, be able to pray and speak in public.

The office of Chaplain should not be political, and the Chaplain should not have to be elected. Their term of office should be as long as they are able to be of service and only replaced when someone more qualified for the office is available or they desire to relinquish the appointment. While the Chaplain may be an ordained individual, they must perform their duties in a non-denominational manner, i.e. their prayers should not be denominationally specific but general in nature taking into consideration the other members beliefs. Opening and closing with Eternal Father and Almighty God is acceptable to both Jewish faith individuals and Christians.

Naturally, they will be expected to be trustworthy and willing to do sick visitation, both in member's homes and at hospitals. They should also be a compassionate individual.

They will be expected to, as part of their duties, offer short open and closing prayers at the meetings and conduct memorial services at least once annually, and help their shipmates in time of spiritual need. It is not necessary that they hear confessions, but anything said to them in counseling or confidentiality is to remain unspoken. They must never betray a trust.

A memorial or Chaplain's fund should be available to them, from which they can make necessary purchases to meet the needs of their office

The Chaplain should be able to speak in a voice loud enough for all present to hear him. Their prayers, Scripture readings and Memorial Messages are important for every ear to hear. When they are performing the duties of their office, they should also be given the respect worthy of the same. They should wait for attention and not have to compete with other voices or activities when praying or reading Scripture

Sample Prayers to open and close a meeting.

At the end of a Moment of silence for Shipmates on Eternal Patrol if requested.

- A- Eternal Rest grant unto our departed shipmates, Lord, and may their souls and all the souls of the faithful departed rest in peace, Amen!
- B- Bless them and their loved ones and us, their shipmates, now and all through eternity. Amen!
- C- Thank you for the memories we have of our departed shipmates. Be with and strengthen their loved ones and us their Shipmates, we pray. Amen!

Opening Prayers:

A- Eternal Father:

We thank you for the heritage and liberty we enjoy as Americans and for the privilege of having served in the Submarine Service to protect that liberty. We pray Thy blessing and wisdom for our country's leaders. May they seek your guidance as they serve us and the United States. Currently, we remember those of our group who are sick, troubled, and bereaved. Place your healing hand on their bodies and mind, as we pray. Make us patient with our Shipmates, wise in our deliberations, and bless us during this time together. We offer these prayers in your name. Amen!

B- Our Heavenly Father:

We come to you at this time to ask your blessing on our great country, its leaders and that we are its citizens. Thank you that we were able to defend and protect the liberty that we hold so dear. Bless our President and others in public office both at the national, state, and local level. Grace them with your wisdom to guide our nation to greater heights. May we as members be willing to support them in their efforts and to do our part for the good of our country. Bless our sick members and those who are troubled and bereaved. May they feel your healing, strength, and comfort as we remember them just now. Now lord, we ask that you bless our meeting. Give us patience with each other and help this meeting to be helpful to our organization.

These mercies we ask in your name. Amen!

C- Dear Lord:

We come to you tonight as a thankful people for all your many blessings you have so freely given to us. Help us to be ever mindful of those in our number who are unable to be with us. Place your hand of healing upon the sick and comfort those who mourn. Bless us each individually and guide us to become better shipmates and citizens of this our great country.

We offer these petitions in Thy Name. Amen!

Closing prayers:

A- Dear God, our Heavenly Father.

We are grateful for the privilege we have of meeting and for a safe journey home. Guide us in our ways and give us traveling mercies as we return to our homes and loved ones Amen!

B- May the Lord bless thee and keep thee until we meet again. Amen!

C- Almighty God, we pray that the Power of the Holy Spirit will flow through all Submariners, That the Grace of God will renew them. That the Love of God will pursue them Today, Tomorrow, and all of life's tomorrows and may we be born tenderly in the palm of the Almighty till time shall be no more.

(the above prayer provided by RD1(SS) Byrd Saville of the Hampton Roads Base)

As a note there are denominations that do not use written prayers. The chaplain is encouraged to say prayers that are spontaneous and heartfelt for the situation they are part of, however if it is easier for you to write them down then feel free to do so.

DUTIES OF THE CHAPLAIN

BASE MEETINGS

Each meeting should be opened with a moment of silence for departed shipmates on eternal patrol. A short opening prayer should be offered and then the salute and pledge to the flag.

The Chaplain should be asked to bless the meal if one is being partaken as part of the meeting.

The Chaplain should be called to offer a closing prayer or benediction so all may depart in peace and in the words of the lord.

At each meeting, the Chaplain should be permitted to inform the members of the Binnacle List (see Appendix 10) of the base members if so desired and note the passing of any member into Eternal Patrol. If a memorial service was conducted for a member, then a summary of who participated and any message from the family can be passed on to the members present.

CHAPLAINS TELEPHONE NUMBER

The Chaplain's telephone number and Email address should be available to all hands so that he can be reached when needed. This information should be in each base newsletter.

VISITING THE SICK

The Chaplain should be prepared to visit sick shipmates at home or in the hospital. A 'Get Well' card signed by all attending the meeting should be sent following the meeting. The Chaplain may want to keep on hand several cards that he has had signed at meetings by all hands to send out in these instances.

FUNERALS

The Chaplain should be a leader of the delegation at the funeral of a Shipmate. This service should be conducted after discussing it with the family and obtaining permission and may be held one of the evenings of the wake or visitation at the funeral home, church service or cemetery as requested by the family. For general information you can call the funeral Director in most instances, identify yourself and ask for the Clergy Info package that contains most of the info you might need so as to not have so many questions to ask of the family. If asked to conduct it as part of the church service, you will have to work with the Minister conducting the service and make arrangements. Some churches will not allow this and so you will have to work this out with the family.

In the case of a Jewish member, refer to the appendix of the manual for the Jewish service.

In the case of a Christian member, refer to the appendix for the Christian service.

To assist the base Chaplain there are included sample services that you can copy and paste to help you in conducting a memorial service. Along with the services is included a Final Orders Certificate and a poem that was found on the internet that is modifiable with the members name and rank. This poem was not annotated with the authors information and an exhaustive search was made with none found. As such I am unable to provide recognition to the author. These items are meant to be downloaded and edited by the base Chaplain and used as needed.

The poem and Final Orders certificate can be copied and formatted to fit on one page.

The service should be mindful of the shipmate's family, and always be keyed to comfort the survivors and loved ones of the deceased shipmate. For Jewish services, the detail **MUST** always remain covered while in the synagogue.

As a note:

For my service, we meet at the funeral home or graveside as arranged with the family. I set the time with the funeral Director in advance always after talking with the family. Once the members are present we obtain the Veterans Flag from the Director and if there are enough people we march in with the flag, the members arrange in ranks by the foot of the casket if possible, I go to the head of the casket and perform the ceremony.

I open by calling the detail to attention, and then order Display the Colors. Three members march out, unfold the flag, open, and display it and then fold the flag. If there are not enough members present to perform this, I merely have the detail hold the colors at attention.

I Read the poem This sailor stood the watch, and then conduct the ceremony. At the conclusion of the service, I call the detail to attention and read the Final Orders. I am fortunate enough to have a retired officer who has over the years been very gracious and when we so order he presents the Colors to the Widow or family member so designated. I order for the detail to present the colors, the member holding the folded flag paces out to the center along with the person presenting to the family, the person receiving the Flag salutes and is handed the flag. The first holder then salutes, and the presenter then delivers the colors. If unable to attend I present the Colors myself. I then order the detail to attention and direct them to render honors and to dismiss. Our base renders honors and then they also salute the family. I render honors, present copies of the certificates, and then announce we have concluded our service. The correct verbiage for the flag presentations is as below:

'On behalf of the President of the United States, (the United States Army; the United States Marine Corps; the United States Navy; or the United States Air Force), and a grateful Nation, please accept this flag as a symbol of our appreciation for your loved one's honorable and faithful service.'

MEMORIAL SERVICES

NOTE: Review the policy and procedures Manual (PPM) and/or information posted at www.USSVI.org for complete and detailed instructions.

These are conducted annually, if possible, aboard a submarine – active, reserve, or decommissioned. The afterdeck serves well as a gathering place for the guest and leaders. If space is limited and the guest are numerous, seating can be arranged on the dock for guest and the leaders of the service can use the afterdeck.

All military personnel – active and reserve (especially USN) and the public should be invited, as many as possible in uniform. The public media should also be invited and press releases should be sent out to publicize the service.

The services may consist of such items as:

- Preliminary music (where possible and available)
- A Prayer,
- The pledge to the flag
- A welcome from the highest-ranking base officer present,
- A patriotic hymn,
- A Memorial Day message from the Chaplain (or invited clergyman), appropriate scripture
- The Navy hymn – when available from USSVI website, you may play the version recorded by First United Methodist Church choir, Murfreesboro, TN (Sep 2022). It can be played via mobile device through a Bluetooth speaker.
- Calling of the roll of Ships on eternal patrol, adding the names of deceased Shipmates since previous annual memorial service,
- The casting of flowers or wreath on the water, a rifle salute
- A memorial prayer, taps,
- A moment of silent prayer and the benediction

The service should be kept quite brief, approximately forty-five (45) minutes. There are sample prayers for the Invocation, presentation of the wreath and Benediction in Appendix 5. They are free to be copied and modified as needed.

Guidelines to help the Chaplain with his work

In case of death:

Prepare Eternal Patrol certificate and provide the Eternal Patrol certificate in person when possible or by mail.

Send a card to the family next of kin. Information for ordering a USSVI card can be found in Appendix 3.

Ask the family if they would desire a memorial service for the shipmate on eternal patrol.

For retired members provide information from the retiree checklist on how to stop the deceased retirement pay.

If the deceased veteran is buried in a private cemetery the family is eligible to receive a head stone or Memorial emblem for the head stone.

In case of illness of a shipmate or his immediate family:

A card, signed by the membership if possible, should be sent to the Shipmate as soon as possible and followed up with other cards if the illness is prolonged. Visit the Shipmate at the hospital or at his home. Please note that when a shipmate has been stricken with major illness or a terminal condition they may not desire to be visited. It is not that they are to sick, but most do not wish to have their shipmates remember them in that condition.

Counseling:

There may be occasions when the Chaplain will be called upon by a shipmate to listen to his problems. These problems may be of a very confidential nature. They are never trivial and most certainly are important to the shipmate who carries them. He may not wish to share them with his spouse, Minister/pastor/priest or anyone else but he needs someone to talk to - frequently that someone will often find the answer to his problems by simply talking openly about them to someone he can trust. This part of the Chaplain's duties should be kept strictly confidential

Please contact the National Chaplain if you have questions:

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Submariner's Prayer

Eternal God, whose creative hand turned primeval seas into oceans wide, and whose omnipresent love can be as keenly felt beneath as above their undulating surface; descend with us now into the silent depths as our unfailing guide.

We men of the silent service are grateful to be among the few ever to thrill with the excitement of a dive, and sheer ecstasy of each surfacing. May we never look upon these maneuvers as mere routine, for each is an experience fresh with challenge and no little danger. May we be ever alert to our individual duties realizing that so much depends on our doing our duty without error.

May we remember the new member of our crew who is to make his first descent and breathe a prayer that he shall be a good submariner. May we, who know what it is to follow a course, also know Him, who said "I am the way." May we, who gulp in hastily the first breaths of fresh air as it rushes down the hatchway following every dive, also know thy refreshing spirit.

May we who know the necessity for companionship feel our partnership with thee when the hatches are dogged and when we are rigged for diving. When all else of the surface world has been closed out, may we feel thee in every compartment, as near to us as throbbing engines, pinging sonar, and the hissing of compressed air. And when, as aging submariners our souls have descended into the depths of eternity, may the final call to us be "Surface, surface, surface," in the name of Him who rides as the unseen crewman on every ship at sea. Amen.

APPENDIX I

This Sailor Stood the Watch

THIS SAILOR STOOD THE WATCH

EVERYONE HERE TODAY MUST KNOW AND UNDERSTAND THAT
(Enter Name) HAS STOOD THE WATCH

WHILE SOME OF US WERE IN OUR BUNKS AT NIGHT
THIS SAILOR STOOD THE WATCH

WHILE SOME OF US WERE IN SCHOOL LEARNING OUR TRADE
THIS SHIPMATE STOOD THE WATCH

YES... EVEN BEFORE SOME OF US HERE WERE BORN INTO THIS WORLD
THIS SHIPMATE STOOD THE WATCH

IN THOSE YEARS WHEN THE STORM CLOUDS OF WAR WERE SEEN
BREWING ON THE HORIZON OF HISTORY
THIS SHIPMATE STOOD THE WATCH

MANY TIMES, HE WAS REQUIRED TO DO HIS DUTY AND GO TO SEA, AND
HE KNEW THAT WHILE DEPLOYED HIS FAMILY MIGHT NEED HIS
GUIDANCE OR HELP, OR JUST HOLD HIS HAND DURING HARD TIMES
BUT (First Name), STILL STOOD THE WATCH

**(Enter Name) STOOD THE WATCH, SO THAT HIS FAMILY AND HIS FELLOW
COUNTRYMEN COULD SLEEP SOUNDLY, IN SAFETY, EACH AND EVERY
NIGHT KNOWING THAT HE STOOD THE WATCH**

TODAY WE ARE HERE TO SAY SHIPMATE... THE WATCH STANDS
RELIEVED.

IT'S RELIEVED BY THOSE THAT YOU HAVE LOVED, TRAINED, GUIDED
AND LED.

(Enter Name) YOU STAND RELIEVED... WE HAVE THE WATCH

APPENDIX 2

Basic Christian Funeral Service

Your Word tells us in the Book of Psalms:

²³ They that go down to the sea in ships, that do business in great waters;

²⁴ These see the works of the LORD, and his wonders in the deep.

Our Shipmate _____ has departed on eternal patrol. In the military we may not have the time at the moment to mourn the loss of a shipmate and so we perform ceremonies to allow us to gather and pay homage and respect to a fallen Shipmate. We are gathered here to pay our respects and honor our shipmate _____ and we thank you for allowing us to render to _____ and his family the honors and ceremony they deserve.

Let us Pray...

Almighty God we come before you in prayer. We lift the family and friends of _____; may you comfort them and bless them. May you ease the pain in their hearts. Lighten the hurt and suffering they have and strengthen them with precious memories that they may hold them in their hearts. Gird them up. Lift our hearts and souls that we may see the hope and joy that you have laid out before us to follow, as we continue the paths placed before us. We lift our Brother _____ and thank you for his life and friendship and for the time he spent with each of us that we would be that much better. We ask these things in the name of Jesus Christ Amen.

To His wife _____, Son(s) _____, Daughter(s) _____, Daughter(s) in Law _____, Son(s) in Law _____. The grandchildren and _____great grandchildren. Family and Friends, I am both humbled and honored to speak to you of _____ as well as to remember him with

these words of hopeful comfort. As the Chaplain of the _____ Base , I would like to offer these simple words and prayers in honor of our shipmate _____.

_____ (SS) served his country well and with honor. He volunteered and willingly stepped into the hazardous duty of submarines. _____ served on the Submarine(s) USS _____ SS____ . He was one of the few chosen for his temperament, physical fitness, knowledge and ability to be part of a submarine crew as they shared their skills, daring and nerve under trying circumstances in the face of WWII / Cold War operations and possible death.

Heeding the call to hazardous duty _____ was tested and was not found lacking. His Shipmates found him loyal and trustworthy. But even when he left the Navy, he never really left Submarines. For many years _____ was a proud supporter of the _____ base and the United States Submarine Veterans. The Submarine Service was one of his greatest loves.

During a visit in Pittsburgh, PA the previous Commanding Officer of the USS Pittsburgh made the statement at that gathering that he wanted to thank those gathered there for our dedication and efforts and for all the traditions we had passed on to those Submarine Sailors that came after us. _____ was one of the men responsible for training and teaching many men of the Submarine Service. During his life he had many titles, seaman, Petty Officer, (other job titles if any _____,) Husband, Dad, Granddad, Great Granddad, we called him shipmate and friend. _____ truly was a HERO in the greatest meaning of the word. And for that we are truly thankful.

To _____ and his family, we offer our deepest condolences. He is now beyond this life on earth, but his memories will be with us forever. There is no longer pain or suffering for _____. As his larger submarine family, we share in your lives and we offer our assistance to you. Take comfort that he sails in the company of heroes like himself.

When the time comes that we are called to our Final Patrol, _____ will be there to greet us. Most likely with the shout “Diesel Boats Forever / DIVE DIVE, Make your depth 400 feet”

From all walks of life, from the different shores, from the plains, from the woods, the mountains and desert we all ventured out to the sea. We all mustered at Basic Submarine School and became “Brothers of the Dolphin” – “Brothers for life.”

As strangers mixed together, we learned well that we were not alone in our unique positions in life. A bond formed and a “Brotherhood” was realized, for in those moments together in solitary confinement of a submerged at sea lifestyle, we recognized that no race, creed, religious beliefs could evermore separate us from each other’s sincere bond. _____ was instrumental in helping many young sailors form that bond. But more than that _____ helped turn many young sailors into men.

We stand proud in our formation to render honor and tribute to _____ and to let his family and friends know that _____ Faithfulness to his God, Country and Fellow shipmates have not been forgotten, indeed rather that they are acknowledged by us. Those of us that, while we may not have served with him, we know of the dedication, fortitude and yes Faith that _____ had shown. That _____ had fought the good fight and we are here to provide witness of that.

Those of us remaining, gently wait for our final deployment to meet our Supreme Commander. _____, as you enter into Eternal Deployment, may you be met with fair winds, following seas, and bright stars to set the proper course, as you report to the “Staff of the Supreme Commander.” Sailor rest your oar, _____ may our heavenly father take you from this life and place you in the comfort of Eternal Peace and Rest.

1st Thessalonians 4:13 – 18

But I would not have you to be ignorant, brethren, concerning them which are asleep, that ye sorrow not, even as others which have no hope. For if we believe that Jesus died and rose again, even so them also which sleep in Jesus will God bring with him. For this we say unto you by the word of the Lord, that we which are alive and remain unto the coming of the Lord shall not prevent them which are asleep. For the Lord himself shall descend from heaven with a shout, with the voice of the archangel, and with the trump of God: and the dead in Christ shall rise first: Then we which are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air: and so shall we ever be with the Lord.

Wherefore comfort one another with these words.

Again, let us pray:

Dear Heavenly Father in this hour of deepest sorrow, wilt thou be ever so merciful to our departed loved one and brother, and to us gathered here. As we again, lift Your Name in prayer in this difficult hour, we also are in hope that Your Spirit is with us and will give us comfort and peace. We are grateful for the wonderful memories we have of _____ and for the inspiration he has been to us all. We are in hope Lord that you will bless each one of us as we reluctantly say farewell to _____ whom we all loved, and may special blessings be laid upon his loved ones and friends.

Where we once stumbled in the darkness of despair, may thy light and truth lead us, and may your comfort be forever present in the same way _____ instilled excellence in us. We thank you, Lord, for his life. We ask your mighty influence to be at work in our lives.

In the Precious Name of Our Risen Lord and Savior Amen

Detail Attention to Orders:

APPENDIX 3

Basic Jewish Memorial Service

(Past Chaplain Stigers worked with Rabbi Jeremy Weisblatt of Temple Ohav Shalom in the Pittsburgh area for this service)

Your Word tells us in the Book of Psalms:

²³ They that go down to the sea in ships, that do business in great waters;

²⁴ These see the works of the LORD, and his wonders in the deep.

Our Shipmate _____ has departed on eternal patrol. In the military we may not have the time at the moment to mourn the loss of a shipmate and so we perform ceremonies to allow us to gather and pay homage and respect to a fallen Shipmate. We are gathered here to pay our respects and honor our shipmate and we thank you for allowing us to render to _____ and his family the honors and ceremony they deserve.

Let us Pray...

A psalm of David:

God is my shepherd,
I shall not want.
In green fields God lets me
lie. Leading me by quiet
streams. Restoring my
soul.
Guiding me in paths or truth.
For such is God's name.

Though I walk through the valley of the shadow of death
I fear no harm for You are beside me.
your rod and staff they comfort me.

You spread a table before me
In front of my enemies.
You soothe my head with oil:
My cup runs over.

Surely goodness and mercy seek me
All the days of my life
And I shall dwell in the house of God forever.

To His wife _____, Son(s) _____, Daughter(s) _____,
Daughter(s) in Law _____, Son(s) in Law _____. The
grandchildren and _____ great grandchildren. Family and Friends, I am both
humbled and honored to speak to you of _____ as well as to remember him with
these words of hopeful comfort. As the Chaplain of the _____ Base , I would
like to offer these simple words and prayers in honor of our shipmate _____.

_____ (SS) served his country well and with honor. He volunteered
and willingly stepped into the hazardous duty of submarines. _____ served on
the Submarine(s) USS _____ SS _____. He was one of the few chosen for his
temperament, physical fitness, knowledge and was one of the men responsible for
ability to be part of a submarine crew as they shared their skills, daring and nerve
under trying circumstances in the face of WWII / Cold War operations and possible
death.

Heeding the call to hazardous duty _____ was tested and was not found
lacking. His Shipmates found him loyal and trustworthy. But even when he left the
Navy, he never really left Submarines. For many years _____ was a proud supporter
of the _____ base and the United States Submarine Veterans. The Submarine Service
was one of his greatest loves.

During a visit in Pittsburgh, PA the previous Commanding Officer of the USS Pittsburgh made the statement at that gathering that he wanted to thank those gathered there for our dedication and efforts and for all the traditions we had passed on to those Submarine Sailors that came after us, training and teaching many men of the Submarine Service.

During his life he had many titles, seaman, Petty Officer, (other job titles if any _____,) Husband, Dad, Granddad, Great Granddad, we called him shipmate and friend. _____ truly was a HERO in the greatest meaning of the word. And for that we are truly thankful.

To _____ and his family, we offer our deepest condolences. He is now beyond this life on earth, but his memories will be with us forever. There is no longer pain or suffering for _____. As his larger submarine family, we share in your lives and we offer our assistance to you. Take comfort that he sails in the company of heroes like himself.

When the time comes that we are called to our Final Patrol, _____ will be there to greet us. Most likely with the shout “Diesel Boats Forever / DIVE, DIVE, Make your depth 400 feet”.

From all walks of life, from the different shores, from the plains, from the woods, the mountains and desert we all ventured out to the sea. We all mustered at Basic Submarine School and became “Brothers of the Dolphin” – “Brothers for life.”

As strangers mixed together, we learned well that we were not alone in our unique positions in life. A bond formed and a “Brotherhood” was realized, for in those moments together in solitary confinement of a submerged at sea lifestyle, we recognized that no race, creed, religious beliefs could evermore separate us from each other’s sincere bond. _____ was instrumental in helping many young sailors form that bond. But more than that _____ helped turn many young sailors into men.

We stand proud in our formation to render honor and tribute to _____ and to let his family and friends know that _____ Faithfulness to his God, Country and Fellow shipmates have not been forgotten, indeed rather that they are acknowledged by us. Those of us that, while we may not have served with him, we know of the dedication, fortitude and yes Faith that _____ had shown. That _____ had fought the good fight and we are here to provide witness of that.

Those of us remaining, gently wait for our final deployment to meet our Supreme Commander. _____, as you enter into Eternal Deployment, may you be met with fair winds, following seas, and bright stars to set the proper course, as you report to the “Staff of the Supreme Commander.” Sailor rest your oar, _____ may God take you from this life, and place you in the comfort of Eternal Peace and Rest.

My God, the soul you have given him is pure for you have created it, you formed it and breathed it into him. You care for it forever and have taken it to life everlasting. Blessed are you our living God who brings the dead to life everlasting. May his soul come to its resting place in peace.

God tells us in His word in Psalm 121:

I lift up my eyes to the hills,
Where shall I find my help?
My help is from God alone.
Maker of heaven and earth.
God will not allow your foot to slip
For your guardian does not slumber
Know that the guardian of Israel never slumbers and never sleeps.
God is your Guardian
God is your shade at your right hand
The sun will not strike you by day nor the moon by night.
God will guard you from all evil
Guarding your soul.
God will guard your going out and your coming in now and for evermore.

Detail Attention to Orders:

APPENDIX 4

Final Orders

OFFICE OF THE SUPREME COMMANDER

DATE PASSED

TO: (Enter Name)
FROM: THE SUPREME COMMANDER
SUBJECT: ORDERS

ORDERS

- 1.) SHORE DUTY IS CANCELLED**
- 2.) PROCEED IMMEDIATELY TO SEA ON ETERNAL PATROL. JOIN YOUR SHIPMATES WHO HAVE GONE BEFORE YOU AND PREPARE THE WAY FOR THOSE OF US WHO WILL FOLLOW.**
- 3.) RETURN TO THE SEA THAT BROUGHT FORTH ALL LIFE AND REST IN PEACE IN THE ARMS OF YOUR LOVING GOD IN AN OCEAN FREE OF STORMS AND DANGER.**
- 4.) YOUR NAME WILL BE REMOVED FROM THE WATCH BILL. YOUR DAYS OF SERVING HAVE ENDED.**
- 5.) SAILOR REST YOUR OARS.**

Appendix 5

Tolling Ceremony comments and Prayers

President Ronald Reagan once stated that “I have no illusions about what little I can add to the silent testimony of those who gave their lives willingly for their country. Words are even more feeble on this Memorial Day, for the sight before us is that of a strong and good nation that stands in silence and remembers those who were loved and who, in return, loved their countrymen enough to die for them. Yet we must try to honor them—not for their sakes alone but for our own. And if words cannot repay the debt we owe these men, surely with our actions we must strive to keep faith with them and with the vision that led them to battle and to final sacrifice”

Invocation

Gracious, Sovereign God, The Eternal and Almighty Lord of nations,

On this Memorial Day/Ceremony to remember our fallen Shipmates, we pause to reflect upon our many blessings as a nation and the incredibly high cost and ultimate sacrifice of those blessings for many. Thank you for the freedom we enjoy in this country, for opportunities to flourish, and for the security of our land. We come here today to pay tribute to our brother Submariners who made that ultimate sacrifice in the defense of our nation. Thank you for a day set apart that we may reflect on this sacrifice and for our solemn remembrance as we consider the cost of so many in our military.

We lift up the families of those who have given their lives in service to our nation in prayer. May they be comforted in their hearts. May they be reassured that the sacrifice of their loved ones contributed to a worthy cause. May they be proud of those who have paid the ultimate price for us, entrusting their ultimate fate into your gracious hands. May they understand the gratitude of our country for their loved one's lives.

We ask for your Mercy, Comfort and Grace to shine upon those of us who remain behind and Pray for these things in YOUR Precious Name.

Wreath and Petals

Eternal Father,

In the stillness of our hearts we come before your throne to call on you who created us and who sustains us. You call us to live in peace and we ask that you hear our prayers.

Hear our prayer for all our Brothers of the 'Phin' who have departed on their final patrol, whose hearts and hopes were known to you alone.

We now offer as but a token some of the many things of beauty that you have created for us in this world in gratitude to these our fallen brother Submariners. We ask for your blessings on these petals as they pass to the oceans deep where our brothers remain on eternal patrol. May our nation never forget the sacrifice the submarine force has made so that we may all live in peace. We ask these things in your precious name. AMEN

Benediction

Almighty God, Lord of Hosts

Hear our prayers for those who are in harm's way in the various Services, who have placed the welfare of others ahead of their own, for those who have written a Check to the United States for the amount of up to and including their lives, and give us hearts as generous as theirs. May you bare your arm before them, may your hedge of protection be around them, and may your hand of blessing be upon them. Give great strength to the families of these service members and bless them mightily. Hear our prayer for those who have given their lives in the service of others and accept the gift of their sacrifice. Does not your word teach us that

Greater love hath no man than this, that a man **lay down his life** for his friends.

We remember with great compassion and heavy hearts those who have recently lost loved ones that were in the service to their country while in combat. Comfort those who grieve the loss of these loved ones and this day let your healing begin and let this be the hope in their hearts. We ask that you hear our prayers this day Lord and we look for your renewal in our lives for you are the Healer of Broken Hearts. In your Holy name. Amen

APPENDIX 6

Prayers for Boat Reunions, Birthday Balls, and Retirements

BOAT REUNION DINNER

Our Heavenly Father, we are gathered here with grateful hearts in this reunion of shipmates who served on the USS _____. Thank you for this time of camaraderie that we share with old friends and new. We ask your blessing upon this special meal, that it will nourish us and cause us to appreciate your provision every day.

As we also remember those among us who are sick, troubled, or bereaved, we pray for your healing hand on their bodies and mind. And we especially pray your comfort upon the families of those who have departed on Eternal Patrol. May we be ever mindful of our own date with that destiny, and live in such a way that values every moment.

In Thy name we pray, Amen.

SUBMARINE BIRTHDAY BALL

INVOCATION:

Our Father in Heaven, we acknowledge you as Creator of the Universe, and our Supreme Commander, to whom we owe our lives and service.

At this special occasion, we celebrate the birth of the United States Submarine Force, born on April 11, 1900. We thank you for the heritage and liberty we enjoy as Americans and for the privilege of having served in the Submarine Service to protect that liberty. We pray Thy blessing and wisdom for our country's leaders and those chosen to lead the USSVI and our bases. May they seek your guidance as they serve us, our nation and the United States Submarine Veterans.

In Thy name we pray, Amen.

BENEDICTION:

Almighty God, we are extremely grateful for the friendships and camaraderie we have gained by serving together in the United States Navy Submarine Force, in existence since the year of our Lord, 1900. Our shipmates and our duty to our country will forever be etched in our memories.

As we also remember those of our group who are sick, troubled, or bereaved, we pray for your healing hand on their bodies and mind. Comfort the families of those who have departed on Eternal Patrol.

Grant us Thy traveling mercies as we now depart to our homes, and may we be ever mindful of your love for all mankind.

In Your holy name we pray, Amen.

RETIREMENT CEREMONY

INVOCATION:

Our Father in Heaven, we are gathered here to honor the service and sacrifice of our distinguished shipmate _____, upon the occasion of his retirement from the United States Navy Submarine Service. We thank you for watching over him and his family throughout the challenging years of serving our Country. May this time together tonight be filled with fond memories, with sea stories, and with a renewed awareness of what it means to serve a cause greater than ourselves. In your mighty name we pray, Amen.

BENEDICTION:

O God, we acknowledge You as our Supreme Commander. We pray for this dedicated and faithful Sailor as he retires. We are grateful for the decades of sacrificial service which _____ offered on our behalf. He and his family have given themselves for us; now I pray that the years to come might continue to bring them satisfaction and wellbeing. Go with them and bless them in every new endeavor. Lord, bless us all with strength, defend us from harm, and preserve all that we hold dear, that we may continue to serve our community, our nation and our world. In your holy name, Amen.

APPENDIX 7

Flag Folding



All Americans should be given this lesson. Those who think that America is an arrogant nation should really reconsider that thought. Our founding fathers used GOD's word and teachings to establish our Great Nation and I think it's high time Americans get re-educated about this Nation's history. Pass it along and be proud

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of the country we live in and even more proud of those who serve to protect our "GOD GIVEN" rights and freedoms.

I hope you take the time to read this..... To understand what the flag draped coffin really means..... Here is how to understand the flag that laid upon it and is surrendered to so many widows and widowers.

Do you know that at military funerals, the 21-gun salute stands for the sum of the numbers in the year 1776?



Have you ever noticed the honor guard pays meticulous attention to correctly folding the United States of America Flag 13 times? You probably thought it was to symbolize the original 13 colonies, but we learn something new every day!

The 1st fold of the flag is a symbol of life.



The 2nd fold is a symbol of the belief in eternal life.



The 3rd fold is made in honor and remembrance of the veterans departing the ranks who gave a portion of their lives for the defense of the country to attain peace throughout the world.

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The 4th fold represents the weaker nature, for as American citizens trusting in God, it is to Him we turn in times of peace as well as in time of war for His divine guidance.



The 5th fold is a tribute to the country, for in the words of Stephen Decatur, "Our Country, in dealing with other countries, may she always be right; but it is still our country, right or wrong."



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The 6th fold is for where people's hearts lie. It is with their heart that They pledge allegiance to the flag of the United! States Of America, and the Republic for which it stands, one Nation under God, indivisible, with Liberty and Justice for all.

The 7th fold is a tribute to its Armed Forces, for it is through the Armed Forces that they protect their country and their flag against all her enemies, whether they be found within or without the boundaries of their republic.



The 8th fold is a tribute to the one who entered into the valley of the shadow of death, that we might see the light of day.



The 9th fold is a tribute to womanhood, and Mothers. For it has been through their faith, their love, loyalty and devotion that the character of the men and women who have made this country great has been molded.

The 10th fold is a tribute to the father, for he, too, has given his sons and daughters for the defense of their country since they were first born.



The 11th fold represents the lower portion of the seal of King David and King Solomon and glorifies in the Hebrews eyes, the God of Abraham, Isaac and Jacob.



The 12th fold represents an emblem of eternity and glorifies, in the Christians eyes, God the Father, the Son and Holy Spirit.



The 13th fold, or when the flag is completely folded, the stars are uppermost reminding them of their nations motto, "In God We Trust."



After the flag is completely folded and tucked in, it takes on the appearance of a cocked hat, ever reminding us of the soldiers who served under General George Washington, and the Sailors and Marines who served under Captain John Paul Jones, who were followed by their comrades and shipmates in the Armed Forces of the United States, preserving for them the rights, privileges and freedoms they enjoy today.

There are some traditions and ways of doing things that have deep meaning. In the future, you will see flags folded and now you will know why.

Share this with the children you love and all others who love what is referred to, the symbol of "Liberty and Freedom."

Appendix 8

The below checkoff list is from the Military.com web site. Military .com has pages and pages of helpful tips, hints and resources for the military retiree and military spouses.

The following checklist should be reviewed by military retirees and their beneficiaries on an annual basis. This checklist is designed to equip you and your loved ones with knowledge and information that may prove helpful. While it may be impossible to truly prepare for the overwhelming emotions and dilemmas that arise with the loss of a loved one, it does help when most of the below issues have been put into place.

Create a military file that includes your retirement orders, separation papers, medical records, etc. Make sure your spouse knows the location and telephone number of the nearest military installation.

Create a military retired pay file that includes the pertinent information for DFAS

(This file should also include the number of any VA claim still pending and the address of the VA office being used; a list of deductions currently being made from benefits; and the name, relationship and address of the person you have made the beneficiary of any unpaid retired pay at the time of death.)

Create an annuities file. This file should have information about the Survivor Benefit Plan (SBP), Reserve Component Survivor Benefit Plan (RCSBP) or the Retired Serviceman's Family Protection Plan (RSFPP), Civil Service annuity, etc. Additional information regarding SBP annuity claims can be obtained from the DFAS-Cleveland office at 800-321-1080.

Create a personal document file that has copies of marriage certificates, divorce decrees, adoptions and naturalization papers.

Create an income tax file. Include copies of your state and federal income tax returns.

Create a property tax file. Include copies of tax bills, deeds and any other related information.

Create an insurance policy file. Include life, property, accident, liability and hospitalization policies.

___ In a secure location, maintain a list of all bank accounts (joint or individual). Include the location of all deposit boxes, savings bonds, stocks, bonds and any securities owned.

___ In a secure location, maintain a list of all charge accounts and credit cards. Include account numbers and mailing addresses.

___ Maintain a list of all associations and organizations of which you are a member. Some of them could be helpful to your spouse.

___ Maintain a list of all friends and business associates who may be helpful. Include name, address and phone number.

___ Spend time with your spouse discussing your plans with respect to the type and place of your funeral service. You should decide which cemetery, whether ground burial, or cremation, etc. If your spouse knows your desires, it will resolve some of the questions that might arise at a later date.

___ Visit a local funeral home and pre-arrange your services. Many states will allow you to pre-pay for services.

___ Investigate the decisions that you and your family have agreed upon.

Many states have specific laws and guidelines regulating cremation and burials at sea. Some states require a letter of authority signed by the deceased in order to authorize a cremation. Know the laws in your specific area and how they may affect your decisions. Information regarding Burials at Sea can be obtained by phoning the Navy Mortuary Branch within the Navy Casualty Assistance Division ensures prompt and uniform death benefits are provided to all Navy beneficiaries worldwide. Included as be at 866-787-0081.

___ Once your decisions have been made and you are comfortable with them, have a will drawn up outlining all your wishes. ___ Ensure that your will and all other official documents are maintained in a secure location known by your loved ones. This includes all of your DD214s or Retirement Orders. ___ When all the decision-making and documenting is completed, sit back, and continue to enjoy life.

Who should be notified in the event of my death?

1. Defense Finance and Accounting Service - 800-321-1080 or 216-522-5955/800-269-5170
2. Social Security Administration (for death benefits) - 800-772-1213
3. Department of Veterans Affairs (if applicable) - 800-827-1000

4. Office of Personnel and Management (OPM) (for Federal Employees) - 888-767-6738
5. Any fraternal group that you have membership with: e.g., MOAA, FRA, NCOA, VFW, AL, TREA
6. Any previous employers that provide pension or benefits.
7. Burial at Sea information - 866-787-0081

When all the decision-making and documenting is completed, sit back and continue to enjoy life.

Contact information for all retiree services:

| | |
|---|---|
| Defense Finance and Accounting Service 8899 East 56th Street Indianapolis, IN 46249-1200 800-321- 1080 or (216) 522-5955/800-269-5170 (for deceased members) | Department of Navy Retired Activities Branch OPNAV N170C 5720 Integrity Drive Millington, TN 38055-6620 866-827-5672 |
| U.S. Army Army Retirement Services Office 1600 Spearhead Division Avenue Fort Knox, KY 40122 502-613-6732 | U.S. Air Force AFPC/DPFFF 550 C Street W JBSA-Randolph, TX 78150 800-525-0102 |
| U.S. Marine Corps Manpower Management Division Separation & Retirement (MMSR) 3280 Russell Road Quantico, VA 22134-5103 703-784-9304 | U.S. Coast Guard Commanding Officer (RAS) U. S. Coast Guard Pay & Personnel Center 444 SE Quincy St Topeka KS 66683-3591 800-772-8724 |

*** Please know that this is a basic military checklist. You should include in your package all civilian related information not cited above that would assist your beneficiaries in carrying out your last will.

APPENDIX 9

THE BELOW LINKS ARE THE MOST UP TO DATE FOR DETAILS ON BOTH BURIAL AT SEA AND ALSO FOR GOVERNMENT PROVIDED HEADSTONES.

[Burial at Sea \(navy.mil\)](http://navy.mil)

[Headstones, Markers, and Medallions - National Cemetery Administration \(va.gov\)](http://va.gov)

APPENDIX 10

Binnacle List

Each base Chaplain (or other officer / member if no Chaplain appointed) is encouraged to maintain a Binnacle List of members who have prayer concerns for the Base to be aware of. Since these concerns are best tracked at the Base level, the previous Binnacle List page on the USSVI website will no longer be kept.

For concerns that Base Chaplains would like the National Chaplain to be aware of, send them to the National Chaplain, who should maintain a USSVI Binnacle List for his use.

To contact the National Chaplain, see contact info on the "Chaplain's Corner" page of the American Submariner magazine.