

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE MISSION DIRECTIVE 16**

**26 JANUARY 2015**



**Personnel**

**AIR FORCE MORTUARY AFFAIRS  
OPERATIONS (AFMAO)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: AF/A1  
(Mr. Robert E. Corsi, Jr.)

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This directive states the mission, organizational relationships, and delegation of authority for the Air Force Mortuary Affairs operations (AFMAO) as an Air Force (AF) Field Operating Agency (FOA). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the Publication OPR. Ensure that records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the AF Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). In collaboration with the Chief of the Air Force Reserve (AF/RE), and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for Air Force Mortuary Affairs Operations. This publication may not be supplemented.

**1. Mission.** AFMAO executes and integrates United States Air Force (USAF) mortuary programs to care for fallen service members and their families while meeting field commanders' needs, supporting both present and past conflicts. In partnership with all Military Services, and on the behalf of the Secretary of the Air Force and in accordance with DoDD 1300.22E, *Mortuary Affairs Policy*. AFMAO operates and maintains a port-of-entry within CONUS in support of all the Military Services and serves as the Department of Defense's component with operational oversight of the Dignified Transfer Process and related Media Access Policy. AFMAO is a Field Operating Agency of Headquarters Air Force.

**2. Organizational Relationships.** Department of Air Force/A1M 491t Subject: Activation of the Air Force Mortuary Affairs Operations, Field Operating Agency, dated 14 March 2014,

designates AF/A1 to provide technical direction and guidance. HAFMD 1-32, Deputy Chief of Staff of the Air Force, Manpower, Personnel, and Services, designates Director of Services (A1/A1S) as having responsibility for programs and policies, including mortuary affairs. The AFMAO Commander reports directly to HQ AF/A1S, the Director, Air Force Services.

**3. Responsibilities.** AFMAO is specifically responsible for:

3.1. In coordination with AF/A1S, executing mortuary policy by developing, coordinating, and implementing standards, systems, programs, and procedures for military and civilian mortuary operations as well providing care, service, and support to surviving families pursuant to Title 10, United States Code, Sections 1482 and 1482a and Title 37 United States Code, Section 418f.

3.2. Serving as the DoD component for Dignified Transfers and related media policy at Dover AFB, IAW DoDD 1300.22E.

3.3. Immediately reporting incidents involving loss of accountability, contaminated or contagious remains, serious hazards to AFMAO personnel, explosive devices, or any other anomalies to AF/A1S.

3.4. Working closely with host wing, Armed Forces Medical Examiner System, Joint Personal Effects Depot, all Military Services' leadership, and union leadership to provide an environment of collaboration and cooperation.

3.5. Providing subject matter expertise to the Office of the Secretary of Defense (Personnel and Readiness) and all Military Services' mortuary affairs counterparts at the Central Joint Mortuary Affairs Board to further refine and codify mortuary guidance, training, practices, and procedures.

3.6. Maintaining a self-inspection program in compliance with AFI 90-201, *The Air Force Inspection System*, to evaluate mission execution and ensure process standardization with 100 percent accountability of remains.

3.7. Ensuring AFMAO personnel and facility provide the mission capabilities to meet the mortuary affairs and operational mortuary needs of the Air Force, the Department of Defense, and other entitled personnel pursuant to governing rules and statutes.

3.7.1. Maintaining an education and training program that provides licensed professionals with the educational opportunities and means necessary to maintain state licensure in compliance with statute.

3.7.2. Identifying manpower and budgeting requirements as an element of the Planning, Programming, Budgeting, and Execution process.

3.7.3. In conjunction with AF/A1XR, ensure contingency plans are developed to respond to mass fatality incidents and capability is appropriately postured for wartime operational plans.

3.8. Continuing to refine and codify operating instructions to ensure consistency of operations.

**4. Delegation of Authority.** Secretary of the Air Force Memorandum, Delegation of Authority to Expand Eligible Travelers to Attend Dignified Transfers, delegates the AFMAO Commander

to authorize travel beyond primary next of kin plus two for USAF families traveling to witness a Dignified Transfer. This cannot be delegated further.

SAMUEL A. COX, Lt Gen, USAF  
Deputy Chief of Staff,  
Manpower, Personnel and Services

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-360, *Publication and Forms Management*

AFMAN 33-363, *Management of Records*

AFI 36-8101, *Total Force Human Resource Management (HRM) Domain Governance*

AFI 90-201, *The Air Force Inspection System*

DoDD 1300.22E, *Mortuary Affairs Policy*

Secretary of Defense Memorandum, *DOD Policy Regarding Media Access to Dignified Transfers at Dover Air Force Base*

Secretary of the Air Force Memorandum, *Delegation of Authority to Expand eligible Travelers to Attend Dignified Transfers*

Department of Air Force/A1M 491t, *Activation of the Air Force Mortuary Affairs Operations, Field Operating Agency*

HAFMD 1-32, *Deputy Chief of Staff of the Air Force, Manpower, Personnel, and Services*

***Adopted Forms***

AF Form 847, Recommendation for Change of Publication

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAO**—Air Force Mortuary Affairs Operations

**DoD**—Department of Defense

**DoDD**—Department of Defense Directive

**DoDI**—Department of Defense Instruction

**IAW**—In Accordance With