

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



**AIR FORCE INSTRUCTION 34-242**

**2 APRIL 2008**

*Incorporating Change 1, 30 April 2008*

**MOUNTAIN HOME AFB  
Supplement**

**7 FEBRUARY 2011**

Certified Current 20 January 2012  
**Services**

**MORTUARY AFFAIRS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: HQ AFSVA/SVO  
Supersedes: AFI 34-242, 07 January 2005

Certified by: HQ USAF/AIS  
(Mr. Arthur J. Myers)  
Pages: 160

**(MOUNTAINHOME AFB)**

OPR: 366 FSS/FSOX  
Supersedes: AFI 34-242\_MHAFB Sup 1,  
7 September 2004

Certified by: 366 FSS/CC  
(Lt Col Eileen K. Kirkland)  
Pages: 16

---

This instruction implements Air Force Policy Directive (AFPD) 34-5, *Mortuary Affairs*, Joint Publication 4-06, *Mortuary Affairs in Joint Operations*, DOD Instruction (DODI) 1300.15, *Military Funeral Support*, DOD Directive (DODD) 1300.22, *Mortuary Affairs Policy*, DOD Directive 1344.8, *Interment Allowance for Deceased Active Duty Personnel*, DOD 4515.13-R, and *Air Transportation Eligibility*. This instruction provides guidance for remains disposition of Air Force and other eligible personnel, identification of remains, military funeral honors, guidance and procedures for search and recovery (S&R), government cemeteries and headstones, government mortuary facilities, procurement of supplies, contract mortuary services, case file maintenance, records administration and disposal, and reimbursable supplies and services. All Air Force military and civilian personnel (includes Air Force Reserve Command (AFRC) and Air National Guard (ANG) units and members) must comply with this publication. This instruction does not apply to the Casualty Assistance and Civil Defense Programs. It may be supplemented. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. No waivers may be granted for any part of the publication. Ensure that all records

created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>.” Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers (RCN) in accordance with AFI 33-324, The Information Collections and Reports Management Program, Controlling Internal, Public, and Interagency Air Force Information Collections.

The interim change incorporates changes to who is authorized funeral travel entitlements. (IAW the signed 2008 NDAA effective 29 Jan 08, the 5 Feb 08 change to title 37, sec 411f, and the JTFR change effective 20 Mar 08.) and corrects an administrative error to **6.9.5.1** A margin bar indicates newly revised material.

**(MOUNTAINHOME AFB) AFI 34-242, 2 April 2008, along with Change 1, 30 April 2008, is supplemented as follows.** This supplement establishes policy and procedures for the management and operation of the 366th Fighter Wing (366 FW) Honor Guard (HG). The 366th Force Support Squadron (366 FSS) is responsible for the management of the Wing Honor Guard. This supplement applies to HG members and leadership at Mountain Home AFB (MHAFB). All Air Force military and civilian personnel (includes Air Force Reserve Command (AFRC) and Air National Guard (ANG) units and members) must comply with this publication. Ensure all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Contact supporting records managers as required. Refer recommended changes and questions regarding this publication to the OPR using Air Force (AF) Form 847, *Recommendation for Change of Publication*, route AF Forms 847 through the base publications and forms manager.

### **SUMMARY OF CHANGES**

**(MOUNTAINHOME AFB)** The following paragraphs were modified: All paragraph numbers changed to reflect the updated AFI 34-242. Changed 366 SVS/SVMM to 366 FSS/FSOXU and 366 SVS to 366 FSS; paragraph **8.18.1.1**, added subsection “All units are tasked by 366 FW/CC to recruit and select high quality Airmen;” **8.18.5.1**, changed manning requirements from 80 to 45; **8.18.5.2**, changed fair share manpower range from “E-1 through O-3 in each squadron” to “E1 through E-5 Airmen assigned to 366 FW and tenant units,” inserted “This data is computed from the Wing Manpower Strength Report. 366 FW/CC reserves the right to adjust the authorization quotas as necessary;” **8.18.5.4**, inserted “The manning requirements are suspended to the groups in October for the upcoming calendar year and resuspended at the beginning of each quarter as needed;” **8.26.3.3.1**, changed week(s) to month(s); **8.26.3.3.2**, inserted “In the case of active duty (AD) deaths, requiring 20 augmentees or in the event of mandatory details requiring more than the members present for duty, pull the extra members from the on-call flight which is the previous flight in the rotation;” **8.26.3.3.3**, changed week to month; **8.26.3.3.4**, inserted “There is a required 3-day turnover period to transition from the outgoing flight to the incoming flight;” **8.26.3.3.5**, inserted “If an applicant was not previously in the HG, additional preparation time is required. The initial spin-up process for a new member starts 1-month and 1-

week prior to their rotation start date. This timeframe allows for 1-week of active participation for qualifying with HG trainers, and an additional month inactive waiting for their uniform;" **8.26.3.3.5.2**, inserted –If an individual is deemed unfit by the trainers for reasons such as physical coordination, inability to perform under pressure or is otherwise uninterested in continuing training, the parent group/squadron will provide a replacement;" **Attachment 6 (Added)**, deleted Delta Flight; **Attachment 7 (Added)**, added Dry Cleaning, Service Dress Badge, Awards, deleted Haircuts, Gear, Honor Guard Coin, Base Details; **Attachment 12 (Added)**, added Rotation Plan, Typical flight rotation schedule (3-month cycle), Typical Timeline using Spring 2010 (1 April – 30 June).

## Chapter 1

### AIR FORCE MORTUARY AFFAIRS PROGRAM

#### *Section 1A—General Guidance*

**1.1. Scope.** This instruction establishes guidance and assigns responsibilities for the Air Force Mortuary Affairs program. The mortuary affairs program provides for the recovery, segregation, identification, care and disposition of the remains of the deceased personnel prescribed in this instruction in peacetime and wartime across the Range of Military Operations (ROMO). It also provides guidance for the provision of entitlements and communication with the person authorized to direct disposition (PADD) of the remains.

1.1.1. Training. Due to the highly sensitive nature of this program, commanders and supervisors at all levels must ensure all personnel involved in the mortuary program are properly trained and proficient in the execution of their mortuary duties.

1.1.2. Mortuary Plans. Current mortuary plans are essential to the proper execution of the mortuary affairs program. Mortuary plans must be reviewed frequently and amended as new information becomes available and resources change. Since no two situations are alike and the number of fatalities can never be predicted, plans should be able to be adjusted to meet unanticipated situations. Mortuary support plans will include provisions for individual deaths, mass casualties and biochemical contamination.

**1.2. Overview of the Mortuary Affairs Program.** The Air Force Mortuary Affairs program provides support across the full range of military operations and is divided into three distinct programs – the Current Death Program, Concurrent Return Program and Temporary Interment. Components of these programs include search and recovery (S&R), identification, transportation of remains, management of government mortuary facilities, and mortuary services.

1.2.1. The Current Death Program. Under this program eligible personnel are provided with professional mortuary services, supplies and related services during peacetime and contingency or wartime operations. The Current Death program provides for search, recovery and evacuation of remains to a mortuary, where remains of eligible personnel are identified and prepared as designated by the PADD and shipped to the final destination for permanent disposition. **NOTE:** This program may continue during a major military operation if tactical operations and logistics permit.

1.2.2. The Concurrent Return Program. The concurrent return program provides for search, recovery and evacuation of remains to a mortuary, where remains are identified and prepared as directed by the PADD and shipped to the final destination for permanent disposition. This is the preferred method of handling remains during periods of conflict. It should be activated when the current death program capabilities are exceeded yet conditions do not require temporary interment. The concurrent return program may be phased into either the current death or temporary interment programs as the situation dictates.

1.2.3. Temporary Interment Program. This program provides for search, recovery, tentative identification and evacuation of deceased personnel to temporary burial sites. This program should only be used as a last resort to protect the health and safety of personnel and will only

be initiated when the tactical situation precludes the return of the remains (e.g., no airframes available, numbers of remains, or contamination).

1.2.4. CONUS/OCONUS Defined. For mortuary purposes, CONUS includes Alaska and Hawaii.

### **1.3. Related Programs.**

1.3.1. The Personal Property and Effects Program. Provides for disposition of personal effects and property of missing, captured and deceased Air Force military and civilian personnel, which is addressed in detail in AFI 34-244, *Disposition of Personal Property and Effects*.

1.3.2. The Installation Honor Guard Program. Provides for the rendering of ceremonial honors and military funeral honors. Refer to **Chapter 8** for honor guard policy.

1.3.3. The Survivor Assistance Program (AFSAP). The survivor assistance program marshals all available resources in support of family needs following unexpected loss of life. At the same time, this program is intended to provide a systematic structure that offers assistance, information and support made available on the family's terms. More information on the AFSAP can be found in AFI 34-1101, *Assistance to Survivors of Persons Killed in Aviation Mishaps and Other Incidents*.

### ***Section 1B—Mortuary Affairs Program Roles and Responsibilities.***

#### **1.4. HQ USAF/A1S.**

1.4.1. Serves as primary advisor to the Chief of Staff of the Air Force (CSAF) for all mortuary affairs matters.

1.4.2. Develops mortuary affairs policy and provides oversight for the program.

1.4.3. Serves as CSAF's designated single point of contact (POC) for the Mass Fatality Reporting Cell (MFRC).

1.4.4. Represents the Air Force on the Central Joint Mortuary Affairs Board (CJMAB).

#### **1.5. AFSVA/CC. Will:**

1.5.1. Provide a mortician worldwide to assist with search and recovery, identification, preparation, and disposition of remains at all Air Force related incidents with multiple remains and/or dismemberment. OCONUS morticians will respond in their AOR if possible, if not, HQ AFSVA Morticians will augment.

1.5.2. Provide a mortician to assist the Services Commander/Director when there are multiple deaths from the same incident to ensure appropriate family assistance and case files management.

#### **1.6. HQ AFSVA/SVOM. Will:**

1.6.1. Exercise staff surveillance and operational control over all phases of the mortuary affairs program worldwide.

1.6.2. Develop procedures, techniques and mortuary processes.

1.6.3. Conduct formal training.

1.6.4. Develop and maintain the Performance Work Statement (PWS) for mortuary service contracts, available at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>.

1.6.5. Publish standards and monitor Air Force in-house mortuary facilities for compliance with these standards.

1.6.6. Submit annual budgetary requirements for the mortuary services allotment and conduct audits of installation expenditures when deemed appropriate.

1.6.7. Review Cost Data Worksheets to ensure mortuary expenditures are valid.

1.6.8. Manage the Federal Supply Class 9930 and Table of Allowance (TA) 405.

1.6.9. Review claims and make payment recommendations for funeral, interment and transportation expenses.

1.6.10. Conduct reviews, as necessary, to evaluate the adequacy of the interment allowance amount and report the findings to the Department of Defense (DOD).

1.6.11. Provide technical and specialized assistance for search and recovery (S&R), identification of remains, preparation and disposition of remains and any other mortuary affairs related concern.

1.6.12. Respond to military funeral honors inquiries, honors requests and congressional inquiries.

1.6.13. Maintain suspense records on cases where remains are not recovered. Gather and store all statistical data on each nonrecovered individual for use in future search, recovery and identification.

**1.7. Air Force Institute of Technology (AFIT).** Will develop and provide formal mortuary training for officers and civilians.

**1.8. Services Academy (Lackland AFB).** Will develop and provide formal mortuary affairs education for enlisted personnel in accordance with the Career Field Education and Training Plan (CFETP).

**1.9. MAJCOM/CC.** Will direct and control the mortuary affairs program within their command and designate a point of contact for Mortuary Affairs from the MAJCOM Services staff.

**1.10. MAJCOM/A1S and ANG/SVX.** Will:

1.10.1. Ensure installations comply with the guidance set forth in this publication.

1.10.2. Review installation mortuary plans and programs every two years.

1.10.3. Advise and assist installations with their mortuary plan and programs.

1.10.4. Ensure support agreements between active duty and Air Reserve Component (ARC) Services units (if required) and memoranda of understanding (MOU) between bases and local civil authorities are in place and current. For additional information on MOUs, refer to the Services Agency website at

<https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>.

1.10.5. Implement a financial plan for governing the payment of mortuary related expenses within the command and at their installations.

1.10.6. In the event of High-Interest Mishaps, be prepared to assist the Accident Investigation Board's convening authority SJA provide training to the Next of Kin (NOK) briefing team as appropriate, per AFI 51-503, *Aerospace Accident Investigations*.

**1.11. The Installation Commander.** Will:

1.11.1. Administer and maintain overall responsibility for their installation mortuary affairs program.

1.11.2. Appoint, by letter, a primary mortuary officer and at least one alternate. The primary mortuary officer will be the Force Support Squadron commander, division chief, or deputy and should be exempt from additional duties outside Services during a mortuary case. The mortuary officer must be a Field Grade Officer or equivalent civilian level. **EXCEPTION:** At Dover AFB, the port mortuary director will serve as the Mortuary Officer.

1.11.3. Ensure the primary or alternate mortuary officer can be reached during non-duty hours and are not to be tasked as a Casualty Notification Officer.

1.11.4. Select alternate Mortuary Officers who are mature, aware of the sensitivity of the duty, and ready to perform when a death occurs in the primary officer's absence (e.g., illness, annual leave, temporary duty (TDY)). Alternates may be a company-grade officer or grade equivalent civilian.

1.11.5. Appoint a Summary Courts Officer (SCO) for the disposition of personal property and effects. The SCO will be a commissioned officer, appointed on orders (Special Orders Series A), IAW AFI 34-244.

1.11.6. Ensure Mortuary Officers, alternates, and technicians receive formal mortuary training through AFIT and the Air Force Services Agency (HQ AFSVA) as appropriate.

1.11.7. Appoint a Family Liaison Officer in each case to support family needs.

**1.12. The Mortuary Officer.** Will:

1.12.1. Assist the installation commander and implement the installation's mortuary affairs program.

1.12.2. Develop a written installation-level plan (signed by the WG/CC) for the implementation and execution of the mortuary affairs program and for S&R operations, including the identification and handling of remains in aircraft mishaps and disasters occurring on and off base.

1.12.3. Make the initial contact with the PADD; inform them of their mortuary entitlements and the services provided by the Air Force.

1.12.4. Coordinate all actions related to the disposition of remains; military honors program and SCO actions.

1.12.5. Coordinate with HQ AFSVA/SVOM for all interment or inurnment requests by the PADD to be effected in Arlington National Cemetery (ANC).

- 1.12.6. Establish support agreements between active duty and Air Reserve components (ARC), if required.
- 1.12.7. Provide recurring training for alternate Mortuary Officers.
- 1.12.8. Establish MOUs between base and civil local authorities, if required.
- 1.12.9. Establish procedures to make payments for authorized mortuary related expenses.
- 1.12.10. Maintain a mortuary case file for the deaths of all eligible personnel. Refer to **Attachment 3** for the required formats.
- 1.12.11. Maintain a written record of all communications with the PADD. Disposition instructions as well as the PADD's right to relinquish disposition will be confirmed and documented in writing. Any other communications relating to care and disposition of remains or personal property, all phone conversations and visits/briefings with the PADD will also be documented in writing.
- 1.12.12. Promote Survivor Assistance Program awareness, facilitate Family Liaison Officer (FLO) training and maintain contact with FLOs throughout the mortuary process IAW AFI 34-1101.
- 1.12.13. Enter data into the Defense Casualty Information Processing System (DCIPS). For more information see this website: <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>. **NOTE:** All responsibilities of the Mortuary Officer (and alternate) can be delegated to the mortuary noncommissioned officer (NCO) or technician. **EXCEPTION:** The mortuary NCO or technician cannot brief the PADD, ensure remains are positively identified, inspect remains, take responsibility for the S&R team or perform annual inspections of contract funeral homes.

### *Section 1C—Additional Roles.*

**1.13. The Person Authorized to Direct Disposition (PADD).** The individual who fills this role is usually a family member and is entitled to direct the disposition of the remains. (**EXCEPTION:** A committee or agent cannot direct disposition.) The determination is based on order of precedence as delineated below unless member designates differently on their DD Form 93, Record of Emergency Data. Additionally, a person challenging the right to direct disposition must provide certified documentary proof, such as a divorce decree or custody agreement, to substantiate the claim. If two or more persons claim the right to direct disposition and cannot provide documentary support, agreement should be achieved either between them mutually or for them via legal adjudication.

- 1.13.1. Surviving spouse, if not divorced.
- 1.13.2. Children over 18 years of age, in order of age from oldest to youngest.
- 1.13.3. Father or mother, if not divorced. If divorced when the decedent was a minor, the custodial parent or legal guardian. If divorced after the decedent was of legal age, the eldest parent has the right to direct disposition.
- 1.13.4. A blood relative who had legal custody by court decree or statutory provision.

1.13.5. Brothers and sisters over 18 years of age, in order of age from oldest to youngest.

1.13.6. Grandparents, in order of age.

1.13.7. Blood relatives over 18 years of age, in order of relationship to the decedent, according to state laws. In equal degrees of relationship, seniority by age controls.

1.13.8. Adoptive relatives of the decedent in order of relationship and age.

1.13.9. A person standing in ~~loco~~ "parentis" to the decedent, if no person in paragraphs **1.13.1** through **1.13.8** can be found.

**1.14. Summary Courts Officer (SCO).** A SCO is a commissioned officer appointed by the installation commander to handle the personal property and effects of deceased active duty personnel and other eligible individuals as specified in AFI 34-244. AFI 34-244 identifies the responsibilities of SCO and others associated with the disposition of personal property and effects. It identifies the eligible recipients and describes the disposition process.

**1.15. Escort/Special Escort.** The escort accompanies the remains from the shipping facility to final destination when the two places are not located in the same locale. The PADD requests, by name, a civilian or military ~~special escort~~ or requests the Air Force appoint a military escort.

**1.16. Family Liaison Officer (FLO).** The FLO is a military volunteer, appointed by the installation commander, who assists the surviving family with the array of support agencies involved in providing assistance following the death of a member. FLO acts as the official link between the family and the Air Force until an accident investigation board is complete or the family no longer wants unsolicited contact (AFI 34-1101).

**1.17. Civil Engineer (CE).** The CE will provide global positioning system (GPS) and/or optical survey equipment and trained personnel to plot remains, personal effects and aircraft wreckage during search and recovery operations. In a contaminated environment, CE will provide Chemical, Biological, Radiological and Nuclear (CBRN) monitoring throughout the S&R operation to ensure team safety via appropriate limited exposure time/level.

## Chapter 2

### MORTUARY ELIGIBILITY AND ENTITLEMENTS FOR MILITARY PERSONNEL

#### *Section 2A—Eligibility.*

**2.1. Purpose.** This chapter addresses mortuary entitlements for the eligible military personnel described in [Section 2A](#).

**2.2. Active Duty, United States Air Force Academy (USAFA) Cadets and Air Force Reserve Officer Training Corps (ROTC) Members and Applicants.** Active duty members of the regular Air Force not dropped from the rolls prior to death, USAFA cadets and members and applicants accepted into ROTC who die while attending training camp, hospitalized for a medical condition aggravated by or incurred during training or en route to or from training.

**2.3. Air Force Reserve and Air National Guard.** Members of the Air Force Reserve and Air National Guard, to include Active Guard Reserve (AGR) full-time ARC personnel, who die:

2.3.1. While on active duty.

2.3.2. During inactive duty training.

2.3.3. Performing authorized travel directly to or from active duty or inactive-duty training.

2.3.4. Remaining overnight immediately before the commencement of inactive-duty training, between successive periods of inactive-duty training at or in the vicinity of the site of the inactive-duty training or where funeral honors will be performed.

2.3.5. While hospitalized or undergoing treatment for a medical condition aggravated by or incurred while on active duty or inactive training. **NOTE:** In the event of an accident or death of an Honor Guard Member **who has not received written orders**, it will be the responsibility of the AD Area of Responsibility (AOR) Manager to notify HQ AFSVA/SVOR immediately once official notification has been received. HQ AFSVA/SVOR will produce the Command Man-day Allocation System (CMAS) authorization within **4 to 8 hrs** of official notification from the AD AOR and provide authorization to ANG unit.

**2.4. Enlistment Applicants.** Accepted applicants for enlistment in the Air Force under the jurisdiction of the Air Force. Next of Kin (NOK) travel is not authorized. Honors are not authorized if the individual had never been on active duty.

**2.5. Discharged Military Personnel Who Die in a US Government Hospital.** Any person discharged (not retired) from an enlistment while a patient in a United States Government hospital and remained a patient in the hospital to the date of death.

**2.6. Retired/Retained.** A member is considered in a retired/retained status if they were called active duty (other than for training) for a period of more than 30 days and were retired from active duty (including medical retirement) while a patient in a hospital and who died during a continuous hospitalization. This does not include hospice or nursing home care. Retired/retained members are eligible for the same entitlements as an active duty military member, with the exception of funeral travel (paragraph [2.31](#)) and (if applicable) a flyover. A waiver to policy may be requested to allow a flyover. See paragraph [8.48](#) A SCO may be appointed on orders when the

death occurs at a place or command under the jurisdiction of the Air Force and there is no legal representative or surviving spouse present.

### ***Section 2B—Entitlements – Primary Expense Items***

**2.7. Recovery and Removal of Remains.** Military personnel are entitled to recovery and removal of their remains to the preparing funeral home. The mortuary officer will determine how the remains should be moved depending on the situation. Initial movement of remains will be accomplished according to paragraph **3.4**

**2.8. Preparation of Remains.** Preparation includes embalming, wrapping or dressing and cosmetizing. Contract funeral home will prepare remains according to the Performance Work Statement (PWS); government morticians will follow the Armed Services Public Health Guidelines, both found on the Services Agency website at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>.

**2.9. Casket.** Decedents are entitled to casketing in a specification 18-gauge metal sealer or solid hardwood casket. Specifications are described in the PWS. Reverse lid caskets for armed forces specification caskets may be used to enhance view ability options for the families.

**2.10. Shipment of Remains/Outer Shipping Container.** Shipment of remains and a wooden or lightweight outer shipping container to the destination specified by the PADD. When a government contract funeral home is not used, the PADD will be reimbursed for the cost of shipping remains and the outer container.

### **2.11. Death Certificates.**

2.11.1. CONUS. The PADD will be provided ten (10) copies of a certified state death certificate CONUS. Additional copies may be provided at the PADD's expense. Installations will comply with local requirements regarding completion and handling of death certificates. The contract funeral home will obtain the death certificates as part of their contractual requirements. Families should contact the Office of Vital Statistics in the county where the death occurred for additional certificates.

2.11.2. Outside CONUS, the DD Form 1300, *Report of Casualty*, will be used. It will be given to the PADD and other relatives of all military personnel, Department of the Air Force Civilian (DAFC) employees who die outside CONUS and DAFC employees in the CONUS when death was directly related to their employment. DD Form 1300 is also used in lieu of a death certificate when proof of death is required and the body is not recovered. The State Department may also issue a Report of Death Abroad as the death certificate.

2.11.3. Preparing Mortuaries will forward one copy of the DD Form 2064, *Certificate of Death Overseas*, to HQ AFSVA/SVOM. HQ AFSVA/SVOM will fill requests from the PADD for copies of the DD Form 2064, if necessary.

**2.12. Burial Clothing.** Purchase of burial clothing, either military uniform or civilian clothing, when not available from the decedent's personal effects. See **Chapter 9** for authorized uniform items and procurement instructions.

**2.13. Cremation.** Military members are entitled to cremation at Air Force expense in addition to preparation and casketing. See **Table 2.1** for maximum authorized reimbursements. The PADD may ask the Air Force to make cremation arrangements or they may elect to make

arrangements themselves. Remains will be casketed in an armed forces specification solid hardwood casket or a cremation unit and the Air Force will provide a specification solid walnut or bronze urn for the cremated remains. If the PADD does not want a specification urn, the Air Force will reimburse the PADD for expenses not to exceed the cost of the Air Force-provided urn. An escort will hand-carry the flag and the cremated remains of a military member to the PADD. Only one common carrier ticket is required for the escort's transportation. Cremated remains of a military member must never be shipped or delivered without an escort.

2.13.1. If the PADD arranges for cremation at final destination in CONUS, they will be reimbursed a sum not to exceed what it would have cost the Air Force to arrange for cremation under a mortuary services contract (**Table 2.1**).

2.13.2. If the PADD arranges for cremation outside CONUS instead of cremation arranged by the Air Force at the Dover Port Mortuary facility, the reimbursement is the sum not to exceed what it would have cost the Air Force to arrange for cremation at the Dover Port Mortuary (**Table 2.1**).

2.13.3. Disposition of Cremated Remains. Cremated remains can be interred in either a government or non-government cemetery or aircraft can be used to scatter cremated remains of deceased military members when requested by the PADD. Cremated remains may be scattered as follows:

2.13.3.1. Over a military installation if approved by the installation commander and in conjunction with the installation mortuary officer.

2.13.3.2. Over a federal reservation under the jurisdiction of federal agencies other than the DOD, if approved by the appropriate agency official and in conjunction with the installation mortuary officer.

2.13.3.3. At sea by advance arrangements with the US Coast Guard or US Navy. Follow the requirements of these services.

2.13.3.4. The civil domain. This requires the PADD engage a nearby funeral director. This person must obtain all required civil approvals and documents from the applicable local and state authorities.

### ***Section 2C—Entitlements – Secondary Expense Items***

**2.14. Funeral Arrangements.** Arranging and conducting the funeral service, to include miscellaneous expenses such as music, clergy, register book, acknowledgment cards, police escorts, limousines, utility vehicles and flowers.

**2.15. Cemetery Expenses.** Burial vault or outer enclosure, grave space, opening and closing the grave, installation of the government-furnished head stone (setting fee), perpetual care and a commercially procured head stone.

**Table 2.1. Maximum Interment Allowances Authorized.**

<b>1</b>	<b>Air Force Makes Arrangements.</b> Primary (preparation) expenses are paid by the Air Force.	<b>Maximum Allowance (Secondary) Authorized</b>
<b>a.</b>	If remains are consigned to a funeral home for services and interred in a nongovernment cemetery.	<b>\$6,000.00</b>
<b>b.</b>	If remains are consigned to a funeral home and interred in a government cemetery. (The allowance is less because there are no cemetery costs incurred.)	<b>\$3,600.00</b>
<b>c.</b>	If remains are consigned directly to a government cemetery.	<b>\$1,000.00</b>
<b>d.</b>	If remains are cremated and retained by the PADD.	<b>\$3,600.00</b>
<b>e.</b>	If remains are cremated and scattered or interred (includes ground burial and columbarium).	<b>\$6,000.00</b>
<b>f.</b>	If remains are cremated and consigned directly to a government cemetery.	<b>\$1,000.00</b>
<b>2</b>	<b>PADD Makes All Arrangements.</b>	<b>Maximum Allowance Authorized</b>
<b>a.</b>	If remains are interred in a nongovernment cemetery.	<b>\$8,800.00</b>
<b>b.</b>	If remains are interred in a government cemetery. (The allowance is less because there are no cemetery costs incurred.)	<b>\$7,300.00</b>
<b>c.</b>	If remains are cremated and retained by the PADD.	<b>\$7,300.00</b>
<b>d.</b>	If remains are cremated and scattered or interred (includes ground burial and columbarium).	<b>\$8,800.00</b>
<p><b>NOTE 1.</b> Transportation of the remains will be paid in addition to these reimbursements.</p> <p><b>NOTE 2.</b> If the PADD exceeds the maximum allowance authorized for secondary expenses, they are responsible for paying any costs above the government allowance. The mortuary officer should send a memo informing the PADD of their responsibility to pay these expenses.</p>		

*Section 2D—Other Entitlements.*

**2.16. Escorts.** One escort will accompany the remains from the shipping facility to final destination when the two places are not located in the same locale. The PADD may request, a civilian or military –special escort” by name, or request the Air Force appoint a military escort. If the Air Force appoints the escort, it will be someone of equal or higher rank than the decedent, but does not have to be from the same organization. The escort’s travel arrangements should start at the place of assignment or residence, proceed to the shipping installation, then on to the final destination and finally return to the place of assignment or residence.

2.16.1. Special Escort. If the PADD requests a retired member or someone on inactive duty status as the special escort, the requested escort will be considered and treated as a civilian. A special escort can be requested for any scenario as long as time constraints, clearances, passports, etc. are in order.

2.16.2. Escorts For Remains Shipped CONUS to OCONUS. Whenever possible, the Dover Port Mortuary will arrange for a representative of the Armed Forces or a State Department representative to meet the remains at the arrival point overseas and escort the remains to final destination. When this is not possible, Dover Port Mortuary will assign an escort to accompany the remains from CONUS to the final destination. Dover Port Mortuary will notify the US Defense Attaché Office (DAO) of the nearest American Embassy in advance of the shipment of remains. **NOTE:** Dover Port Mortuary is authorized to request personnel from other installations within a 100-mile radius, regardless of command, to provide escort support on a temporary duty (TDY) basis.

2.16.3. For OCONUS to OCONUS Shipment of Remains. If the remains are being transported between two overseas areas, the shipping installation, the aerial port, or the receiving installation appoints an escort to accompany the remains to the final destination.

**2.17. Summary Courts Officer (SCO).** A SCO will be appointed to handle the personal property and effects of certain eligible personnel in [Section 2A](#) (AFI 34-244).

**2.18. Interment Flags.** The PADD, spouse (if the decedent was married) and parents may be provided a flag and a flag case. The PADD will receive one flag. If the parents are married, they will receive one flag together. If the parents are divorced, they will each receive a flag (For a maximum authorized total of three flags). Additional flags will not be provided without approval from HQ AFSVA/SVOM.

2.18.1. Within CONUS, the preparing installation will provide the interment flag(s).

2.18.2. OCONUS, if remains have been shipped to Dover Port Mortuary, Dover will provide the interment flag(s). If remains are shipped directly to the destination, the preparing OCONUS government mortuary will provide the interment flags.

**NOTE:** The escort will hand carry the flag(s) (Diagrams and instructions for draping, folding and presenting the flag at graveside are provided in AFPAM 34-259, *Escorting Deceased Air Force Military Personnel*).

**2.19. Hardwood Flag Cases.** Each person entitled to receive an interment flag is also entitled to receive a hardwood flag case. The installation providing the military funeral honors will provide the appropriate number of hardwood flag cases. The flag case(s) will include: Current Rank Insignia, device, functional badge(s) and decorations the decedent was awarded, to include the metallic nametag.

**2.20. Military Funeral Honors.** Military members in [Section 2A](#) are entitled to full military honors (a 20-person detail). The 20-person detail includes six pallbearers, an eight-person firing party (seven members and the firing party NCOIC), a bugler (professional musician or ceremonial bugle if a professional bugler is not available), a four-person color guard and the detail OIC or NCOIC. An Air Force chaplain may also participate in the ceremony if requested by the family.

**2.21. Memorial Register Books.** If the installation has arranged a memorial service for a deceased military member and the PADD is in attendance, the memorial register book will be given to the PADD following the service. If the remains are not present at the installation's memorial service, the memorial register book will be sent to the PADD.

**2.22. Interment in a Government Cemetery.** Burial in a national cemetery is based upon military service. Requests for interment in national cemeteries should be directed to staff at the cemetery where burial is sought.

2.22.1. National Cemeteries. A list of Veteran Affairs (VA) national cemeteries and burial eligibility requirements is provided on the VA's webpage at <http://www.cem.va.gov/>.

2.22.2. State Cemeteries. For a list of state cemeteries with addresses and phone numbers, go to <http://www.cem.va.gov/cem/cems/svc.asp>.

2.22.3. Arlington National Cemetery (ANC). For information on burial in ANC, go to [http://www.arlingtoncemetery.org/funeral\\_information/index.html](http://www.arlingtoncemetery.org/funeral_information/index.html). **Note:** Coordinate with AFSVA/SVOM for all interment or inurnment requests by the PADD to effected in ANC.

2.22.4. United States Air Force Academy Cemetery. For information, refer to USAFAI 32-242 *Using the USAF Academy Cemetery* or contact 10 SVS/SVMM, commercial (719) 333-3323. Web site address, <http://www.usafa.af.mil/10abw/10msg/svk/index/mortuary.cfm?catname=10abw>.

2.22.5. Installation Cemeteries. Refer to [Attachment 4](#).

**2.23. Government-Furnished Headstones (For deaths on or after September 11, 2001).** If requested, the VA will furnish an appropriate Government headstone or marker at the expense of the US for the grave of a member who is buried in a Government or private cemetery regardless of whether the grave is already marked by a headstone or marker purchased at private expense.

2.23.1. VA may provide any headstone or marker available, as listed on the application form (upright marble marker or a flat marker of marble, granite, slate, or bronze).

2.23.2. A government headstone or marker may be furnished only if the individual making the request certifies that the marker will be placed on the grave, if feasible, otherwise, as close to the grave as possible within the grounds of a private cemetery.

2.23.3. VA will deliver any headstone or marker furnished directly to the cemetery where the grave is located or to a receiving agent for delivery to the cemetery, i.e., funeral home, Veterans' Service Officer, etc. Government grave-markers can be shipped to overseas locations.

2.23.4. The National Cemetery Administration (NCA) will revise its headstone and marker application (VA Form 40-1330), *Application for Standard Government Headstone or Marker.*) to remove the language indicating markers will only be provided for unmarked graves. Until this form is revised, applicants should ignore references to "unmarked graves", etc. <http://www.cem.va.gov/>.

2.23.5. The Director, National Cemetery System, Veterans Administration is responsible for procurement and supply of government grave markers. **NOTE:** Members of the Air Force who died on active duty and whose remains have not been recovered or identified, or were buried at sea are also eligible. The marker will be furnished upon application by the relative recognized as the PADD. **NOTE:** Spouses and dependents buried in a private cemetery are not eligible for a Government-furnished headstone or marker.

## **2.24. Shipment of Grave Markers.**

2.24.1. Shipment to Nongovernment Cemeteries. The government prepays shipping charges for delivery direct to the cemetery or an interim consignee. Costs for transporting the marker from an interim consignee to the cemetery, and erection of the marker, are borne by the applicant. However, such costs are allowed within the authorized secondary (interment) allowance.

2.24.2. Shipment to Government Cemeteries. The government will prepay shipping charges for direct delivery to the cemetery or an interim consignee annotated in Block 19 of the VA Form 40-1330. The form can be found on the VA website at <http://www.cem.va.gov/pdf/401330.pdf>. Delivery will not be made to a post office box. **NOTE:** The Department of Veterans Affairs no longer allows reimbursement for a headstone or marker commercially procured by the PADD in lieu of the government-furnished marker.

## ***Section 2E—Transportation of Remains and Funeral Travel.***

**2.25. Authorized Transportation and Expenses.** The Air Force will transport or pay to transport remains of military personnel from the place of death to the place of interment. Initial movement of remains is accomplished as follows: A provider pronounces death at the site or the MTF, prepares a death certificate and gains a decision regarding an autopsy. As authorized by the base commander, in deaths occurring on the military installation, if an autopsy is to be performed at the MTF, the MTF provides transportation of the deceased person from the site of death (or presumed death). If an autopsy will not be performed at the MTF then Mortuary Affairs is responsible for transportation of remains. The requesting agency or installation O&M funds will fund transportation costs. Local civil authorities exercise control over the movement of remains in the event of an off-installation death. Once the remains of an active duty member are released from the civil authorities, determine if an autopsy will be performed. If affirmative, medical personnel transport the remains to the MTF. If negative, mortuary services transports the remains to the contract funeral home or government mortuary. **NOTE:** In the event of a military aircraft accident, an autopsy is usually indicated. In the event of multiple casualties/fatalities,

there must be a joint effort between the responsible MTF, Medical Examiner and Mortuary Affairs personnel. Authorized transportation and costs of military personnel include the following:

- 2.25.1. Removal of remains from place of death or the place the remains are released to the mortuary officer then on to the preparing funeral home.
- 2.25.2. Delivery of remains by the preparing funeral home to the common carrier.
- 2.25.3. Delivery of remains from the common carrier to the receiving funeral home or directly to a government cemetery.
- 2.25.4. Delivery of remains from the receiving funeral home to the cemetery.
- 2.25.5. Common carrier costs.
- 2.25.6. Wooden or lightweight shipping container for caskets (only one authorized for deaths outside CONUS).
- 2.25.7. Consular fees, if required for shipment overseas.

**2.26. Transportation of Remains within CONUS (including Alaska, Hawaii and Puerto Rico).** The mortuary officer at the place of death, in conjunction with the transportation officer, will determine the method of shipment to the final destination within CONUS by commercial carrier or ground transportation, or to the aerial port, if remains are to be shipped outside CONUS. Contact the Dover AFB, Port Mortuary officer for the requirements for shipping to a foreign country. One of the following methods or a combination of methods may be used:

- 2.26.1. Commercial Aircraft. Remains may be shipped within CONUS, arranged by contract mortuary/funeral home, using commercial documentation for movement. Commercial carriers require casketed remains be shipped in an outer shipping container. A wooden or lightweight outer shipping container protects the casket and the remains during shipment. This is an authorized transportation expense.
- 2.26.2. Hearse or Service Car. A hearse or a service car will be used for overland transportation within CONUS, if commercial air is not available, or the cost for air travel is greater than the cost for overland transport. Overland transportation will be used within and outside CONUS, if requested by the PADD and they agree to pay any costs in excess of the cost to the government to transport the remains by air. EXCEPTION: All remains transported overland from Dover Port Mortuary will be transported via hearse.
- 2.26.3. Government Aircraft. Government aircraft is only authorized for use in CONUS, including Alaska and Hawaii, for the removal of remains from an accident site (a mass fatality incident or as directed by the Office of the Armed Force Medical Examiner [OAFME]) to the nearest adequate military installation for medical examination. Remains will transported in transfer cases. No cargo will be loaded on top of transfer cases containing human remains. However, if more than one transfer case containing remains is shipped or stored, stacking is permitted, but should be avoided if at all possible. The maximum number of human remains transfer cases that may be safely transported on a single 463L pallet is 12. Place cases in three rows, each row stacked to a maximum of four. AMCI 34-501 provides more detailed transfer case shipping protocol.

2.26.3.1. The use of DOD-owned or -controlled aircraft, other than listed above, must be authorized at the Military Service Vice Chief of Staff (VCS) level. The Service VCS may authorize the use of their own organic airlift to transport remains. To use Air Force-owned or -controlled aircraft, the respective supported Military VCS will forward a request to HQ USAF/A1. USAF/A1S (Services) will staff the request to the VCSAF for approval/disapproval. The VCSAF will approve if resources are available.

2.26.3.2. Remains transiting Dover Port Mortuary - when the Military Service Mortuary Affairs Office of the decedent(s), in coordination with the Director, Dover AFB Port Mortuary, determines that a commercial mode will not meet mission requirements, or that DOD-owned or -controlled airlift support is most appropriate for the mission; for example, in the case of mass casualties or when multiple casualties are traveling to a common location at the same time. (see para 2.28 for theater of war fatalities)

**2.27. Transportation of Remains from OCONUS.** Remains will be transported from the place of death to the nearest OCONUS mortuary facility by military airlift, if available. Remains located in Keflavik, Greenland, Antigua, Ascension, Lajes and locations in Latin and South America will be shipped by military airlift directly to the Dover Port Mortuary whenever possible. Some OCONUS locations may require coordination between HQ AFSVA/SVOM, the losing unit, the Air Tactical Operations Center (ATOC) and in some cases, commercial mortuary services and airlines.

2.27.1. Transportation from a Mortuary Facility in USAFE. Government aircraft will be used to transport remains located in USAFE to the Dover Port Mortuary. Upon release of remains by the AFME and/or the preparing mortuary, all eligible remains will be transported to Dover facility on the first available aircraft on a space-required basis, unless directed otherwise by the PADD. Contact HQ USAFE/A7SXM for flight information.

2.27.1.1. The remains must be moved to the final destination as quickly as possible. Contact HQ USAFE/A7SXM for assistance in diverting a flight to the area if there is no scheduled flight or if the movement of remains is delayed for 18 or more hours.

2.27.1.2. When being transported by government aircraft, remains should be uncasketed and placed in an aluminum transfer case. No cargo will be loaded on top of transfer cases containing human remains. However, if more than one transfer case containing remains is shipped or stored, stacking is permitted, but should be avoided if at all possible. The maximum number of human remains transfer cases that may be safely transported on a single 463L pallet is 12. Place cases in three rows, each row stacked to a maximum of four. AMCI 34-501 provides more detailed transfer case shipping protocol.

2.27.1.3. Remains will not be delayed or off-loaded en route except in a case of extreme emergency or as required by operational transfers and routing.

2.27.1.4. Remains will not be moved to any CONUS base other than the Dover Port Mortuary without prior approval of HQ AFSVA/SVOM or when diversion of the flight is necessary because of weather or other adverse flying conditions. Coordination with the AFME is required if remains are under their jurisdiction.

2.27.2. Transportation of Remains from a Mortuary Facility in PACAF. For remains located outside CONUS, under United States Air Forces in the Pacific (PACAF), casketed remains,

prepared by Air Force Mortuary, Okinawa or a mortuary located in Guam or Korea will be transported by commercial carrier direct to destination from these locations.

**2.28. Transportation of Remains from the Dover Port Mortuary.** Military remains received from theatre of war will be transported to final destination via dedicated military air or military-contracted aircraft unless the PADD selects commercial air. For other remains received at the Port Mortuary, the mortuary officer and the transportation officer will determine the best method of shipment between the Port Mortuary and final destination. If feasible, remains will be shipped to the final destination within 24 hours after arrival at the Port Mortuary.

2.28.1. The provision of dedicated military or military-contracted aircraft is extended to cover those Service members who initially survive their illness or injuries sustained in a combat theater of operation but die elsewhere from those injuries received or illness contracted in the AOR(e.g., medical treatment facility in CONUS) and whose remains do not transit through Dover AFB.

**2.29. Stopover Requests.** Arrangements will be made to transport remains to a stopover location for a funeral service en route to the place of final interment, if requested by the PADD. The cost for transporting remains from the common carrier terminal to the funeral location and back to the common carrier terminal is an expense that must be paid by the PADD. However, such costs may be applied toward secondary expense (interment) allowance.

**2.30. Prohibition of Arrival Ceremonies and Media Coverage.** There will be no arrival ceremonies for, or media coverage of, deceased military personnel returning to or departing from Ramstein AB, Hickam AFB or Dover AFB, to include interim stops. Service members will receive proper honors for their service to their country at the interment site. Any memorial services are the responsibility of the service members' unit. The prohibition on media coverage of movement of remains includes the movement of remains at any point (e.g., from treatment facility to transport, from transport to interim stop, from interim stop to airlift, from airlift to mortuary, etc.).

**2.31. Funeral Travel Eligibility.** Military members in paragraphs 2.2 – 2.6 are entitled to have family members and other authorized individuals travel to attend their funeral or burial ceremony. **Table 2.2** identifies the individuals authorized travel and transportation to attend the funeral. The burial ceremony is defined as:

2.31.1. An interment of casketed or cremated remains.

2.31.2. Placement of cremated remains in a columbarium.

2.31.3. A memorial service for which reimbursement is authorized. (10 U.S.C Section 1482).

2.31.4. Burial in a common grave in a national cemetery of commingled remains that cannot be individually identified.

**Table 2.2. Individuals Entitled to Funeral Travel. (Joint Federal Travel Regulation Volume 1, Uniformed Service Members, U5242a).**

1	The deceased member's surviving spouse (including a remarried spouse).
2	The deceased member's children, regardless of age, including a. stepchildren b. adopted children c. illegitimate children. See <i>NOTE 1</i> .
3	The deceased member's parent or parents (as defined in 37 USC § 401(b)(2) includes: a. A natural parent of the member b. A step parent of the member c. A parent of a member by adoption d. A parent, stepparent, or adoptive parent of the spouse of the member e. Any other person, including a former step parent, who stood in loco parentis to the member for at least five years before the member became 21 years of age
4	The deceased member's siblings
5	The person who directs the disposition (PADD) of the deceased member's remains under 10 USC §1482(c) or, in the case of a deceased member who remains are commingled and buried in common grave in a national cemetery, the person who would have been designated under 10 USC §1482(c) to direct disposition of the remains if individual identification had been made. a. The surviving spouse of the decedent b. Blood relatives of the decedent c. Adoptive relatives of the decedent d. If no person covered by a, b, or c, can be found a person standing I loco parentis to the decedent

.6	<p>a. If no person in paragraph 1, 2, 3, or 4 of this table is provided travel or transportation allowances, then the following are authorized:</p> <ol style="list-style-type: none"> <li>1) The PADD and two additional persons closely related to the deceased member who are selected by the PADD or</li> <li>2) (In the case of the deceased member whose remains were commingled and buried in a common grave in a national cemetery), the person who would have been designated to direct disposition if individual identification had been made and up to two additional persons closely related to the deceased member who are selected by the person referred to above</li> </ol>
	<p>b. An attendant accompanying an eligible relative if</p> <ol style="list-style-type: none"> <li>1) The accompanied eligible relative is unable to travel unattended because of age, physical condition or other justifiable reason acceptable to the authorizing/order issuing official and</li> <li>2) There is no other eligible relative of the deceased member traveling to the burial ceremony that is eligible for travel and transportation allowances that may act as an attendant</li> </ol>
	<p><b>NOTE 1.</b> For the purposes of this instruction, the term “child” includes:</p> <p>A stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild’s parent by blood).</p> <p>An adopted child of the member, including a child placed in the home of the member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption by the member.</p> <p>An illegitimate child of the member if the member’s parentage of the child is established in accordance with criteria prescribed in regulations by the Secretary concerned. If the member:</p> <ul style="list-style-type: none"> <li>- Admits parentage in writing.</li> <li>- Is judicially decreed (by other than a foreign court) the child’s parent.</li> <li>- Is judicially ordered by other than a foreign court to contribute to the child's support and the child is dependent on the member for over one-half of his or her support (proof of dependency is required).</li> </ul>

**2.32. Funeral Travel Entitlements.** The individuals described in [Table 2.2](#) are authorized travel at government expense to attend the funeral of eligible deceased members described in paragraphs [2.2](#) – [2.6](#) to a place in the United States, Puerto Rico, or a possession of the United States (Guam, and American Samoa). They are authorized to travel from the deceased member’s place of active or inactive duty for training, their own residence located anywhere in the world, or the place where they were notified of the death. Return travel to the place of active duty or inactive duty for training or the place of residence. The travel entitlement includes one or a combination of the following for round trip travel:

2.32.1. Transportation in kind. Commercial document for commercial transportation.

2.32.2. Reimbursement for the cost of personally procured commercial transportation (subject to the provisions and limitations contained in the JFTR, Volume 1). **NOTE:** Rental vehicles not authorized while in funeral travel status.

2.32.3. Automobile mileage rate for the official distance traveled by the POC. The current monetary allowance per mile for travel by privately owned vehicle (POV) to the place of interment or to the commercial carrier terminal. If the persons authorized to travel live in the interment area or the total travel time from departure to return is 12 hours or less, they will be paid the POV mileage allowance only. Per diem is not authorized.

2.32.4. For transoceanic travel, government transportation will be used to the maximum extent possible.

**2.33. Members Called (or Ordered) to Active Duty from a Foreign Country (OCONUS).** Travel and transportation allowances are authorized from the place called (or ordered) to active duty outside the United States, the Commonwealth of Puerto Rico, Guam and American Samoa to the location of the burial ceremony and return is authorized to the place of active duty or the place of residence. Example: The member is ordered to active duty while residing in the Philippines (Home of Record) and dies while assigned in England. Eligible relatives, who reside in England with the member, are traveling in Germany when notified of the death. Authorized points of travel for eligible relatives are from Germany to the place of interment in the United States, Puerto Rico, a possession of the United States, or the Philippines and return to the place of active duty or place of residence. However, if the interment site is in England, there is no entitlement for relatives to travel from Germany to England.

**2.34. Associated Funeral Travel Allowances.** Authorized travel allowances include per diem, for not more than two days, plus the time necessary to travel to and from the location concerned, except for transoceanic travel. Refer to the JFTR, Volume 1 for per diem rate limits. Per diem is not payable when the eligible relatives' residence and the burial site are in the local area or when the total time from departure to return is 12 or fewer hours.

***Section 2F—Mortuary Entitlements for Military Members under Unusual Circumstances.***

**2.35. Absent Without Leave (AWOL).** Members who die while AWOL are eligible for the same mortuary benefits as personnel who die on active duty, unless they are dropped from the active duty rolls prior to death.

**2.36. A Military Member Dropped From the Rolls.** A military member who is dropped from the active duty rolls has no mortuary entitlements. The Air Force is not responsible for the remains or for the payment or reimbursement of any mortuary expenses. The PADD must arrange and pay for the disposition of the remains.

**2.37. Undetermined Military Status.** If the status of a military member is undetermined, the mortuary officer will ask the PADD to make all arrangements for care and disposition of the remains and have them submit a claim to the Air Force (HQ AFSVA/SVOM) for evaluation and reimbursement determination.

**2.38. Death in a Veteran's Affairs (VA) Hospital.** When a military member dies in a VA medical facility, the nearest active duty Air Force installation will assume mortuary affairs responsibility.

**2.39. Body Not Recoverable (BNR).** A BNR is any individual who has been declared dead and circumstances or conditions do not permit recovery of the remains. The decedent is entitled to a memorial service, military honors, funeral travel and the authorized number of interment flags and flag cases. The VA will provide a memorial marker for a government or a non-government cemetery memorial plot. The PADD should be reimbursed for memorial service expenses not to exceed the amount allowed for a funeral with subsequent interment in a government cemetery.

**2.40. Vietnam Prisoners of War (POWs) or Missing in Action (MIA).** Families of military members who died while a POW or who have been designated as MIA during the Vietnam conflict and whose remains are returned to the United States after 27 January 1973 are authorized funeral travel at government expense (United States includes Alaska, Hawaii, Puerto Rico, or any territory or possession of the US). Invitational travel will be issued. Family members authorized to travel to the funeral include:

2.40.1. The surviving spouse, (including a remarried surviving spouse).

2.40.2. Children, and stepchildren of any age (See **NOTE 1** in **Table 2.2**).

2.40.3. Parents, stepparents when there is no natural parent, adoptive parents and persons who stood in loco parentis to the member before the member turned 21 (See **NOTE 1** **Table 2.2**).

2.40.4. If none of the above family members desire to use their travel entitlement, the member's siblings, half siblings, adopted siblings and stepbrothers and stepsisters may be considered eligible family members for the travel entitlement.

**2.41. Group interment.** When the Office Armed Forces Medical Examiner cannot individually identify the remains of two or more military personnel, they will be interred as a group in a government cemetery. Funeral travel is authorized.

**2.42. Disinterment.** Disinterment and transportation will not be provided at Air Force expense unless the government temporarily interred the remains to comply with local health laws or the mortuary officer was unable to reach the PADD to provide disposition instructions. Disinterment and transportation within CONUS requires special permission of the health authorities at the place of disinterment and in some instances at the point of destination. Disinterred remains will be sealed in an airtight container to prevent the escape of leakage and odors.

## Chapter 3

### MORTUARY ACTIONS FOR DECEASED MILITARY PERSONNEL

#### *Section 3A—Recovery of Remains and Initial Mortuary Actions*

**3.1. Purpose.** This chapter prescribes mortuary officer actions required for deceased active duty military personnel.

**3.2. Mortuary Officer Actions (to include Government Morticians) That Will Not Be Delegated.**

3.2.1. Briefing the PADD.

3.2.2. Verifying remains are positively identified.

3.2.3. Inspecting remains and casket.

**3.3. Actions Upon Notification of a Death.** When notified of an active duty death, the mortuary officer (nearest the place of death) will:

3.3.1. Open a new mortuary case file and document pertinent information in the mortuary log to include the date and time of the call and the location and condition of the remains. Determine who has jurisdiction over the remains and start the Mortuary Checklist located at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>.

3.3.2. Immediately notify HQ AFSVA/SVOM, MAJCOM, and HQ USAF/A1S for deaths that result from suicide, homicide, or aircraft accidents and for deceased Services personnel or deaths occurring in Services facilities.

3.3.3. Verify the remains have been positively identified. (Refer to paragraphs 7.2 and 7.3 for instructions on establishing positive ID.) If remains cannot be positively identified and local ID support is not available, the mortuary officer will contact HQ AFSVA/SVOM for ID assistance. **NOTE:** the mortuary officer will keep the PADD informed daily on the status of identification and progress of S&R (if S&R was required).

3.3.4. If the decedent sustained disfiguring head or facial injuries, the mortuary officer will immediately verify if and how positive identification (ID) was made and will notify HQ AFSVA/SVOM of verification. If remains cannot be identified, the mortuary officer should contact HQ AFSVA/SVOM, for ID assistance, if local ID support is not available. The mortuary officer will not brief the PADD on mortuary entitlements until the remains have been recovered and positively identified. In the interim, the mortuary officer should keep the PADD informed daily on the status of identification and progress of S&R (if S&R was required).

**3.4. Recovery and Movement of Remains.** The mortuary officer will determine how to recover and move the remains, depending upon the situation. Initial movement of remains will be accomplished in the following manner:

3.4.1. On Base. If a death occurs on a military installation, or under federal jurisdiction, and it has been determined an autopsy is not required, mortuary affairs personnel will arrange for the transportation of remains to the appropriate location (contract funeral home or government mortuary). Initial movement of remains is accomplished as follows: A provider

pronounces death at the site or the MTF, prepares a death certificate and gains a decision regarding an autopsy. As authorized by the base commander, in deaths occurring on the military installation, if an autopsy is to be performed at the MTF, the MTF provides transportation of the deceased person from the site of death (or presumed death). If an autopsy will not be performed at the MTF then Mortuary Affairs is responsible for arranging transportation of remains. The requesting agency (requesting an off installation autopsy) or installation O&M funds will fund transportation costs. Upon release of remains, mortuary funds will pay for transportation costs of the remains to the preparing funeral home.

3.4.2. Off Base. In the event of an off-base death, local civil authorities exercise control over the movement of remains. Once local authorities release the remains, a determination must be made if an autopsy is to be done by the AFME.

3.4.2.1. If an autopsy is not required, mortuary affairs personnel will arrange for transport of the remains from the place of death or local holding site, to the contract funeral home or government mortuary.

3.4.2.2. If an autopsy is required, HQ AFSVA/SVOM will work with the OAFME and determine the method of transportation of remains.

3.4.3. Mass Fatalities/Aircraft Mishaps (On Base). Deceased and those subsequently pronounced dead at the scene would remain at the site of death pending investigation completion. Remains will be disturbed as little as possible so as not to destroy evidence. Following release of remains by the Incident Commander, mortuary affairs personnel will arrange for the transport of remains to the nearest facility with a morgue as determined by the MTF commander. MTF personnel may assist if it will not interfere with patient care activities.

3.4.4. Mass Fatalities/Aircraft Mishaps Off Base. Mass fatalities will be handled according to local agreements.

3.4.5. Movement of Remains for Reprocessing. If civil authorities have transferred remains to a funeral home for postmortem examination and embalming without Air Force or PADD direction, the mortuary office will arrange for the reprocessing, dressing and casketing of the remains if directed by the PADD. Mortuary affairs will arrange for movement of the remains to the contract funeral home.

3.4.6. Death Aboard an Aircraft, Train, or Ship. When a military member's death occurs aboard an aircraft, train, or ship, the remains will be removed at the first stop. The mortuary officer at the nearest Air Force installation (rather than the mortuary office at the home installation) will brief the PADD, obtain disposition instructions and arrange for mortuary services.

3.4.7. Movement of Remains OCONUS. Movement will be accomplished according to local agreements (Status of Forces Agreements, STANAGS, etc.)

3.4.8. Notification for Movement of Remains to the Aerial Port. The AMC traffic representative at the originating terminal will send the remains movement notification immediately upon determination of the transportation schedule. Schedule changes will be reported promptly. If a delay occurs en route, the airfreight officer at the station of delay will notify the Aerial Port and other concerned offices of the reason for the delay and the new

estimated time of arrival at the Aerial Port. The shipping installation will provide remains movement information by e-mail to [SVOM@randolph.af.mil](mailto:SVOM@randolph.af.mil), **Dover Port Mortuary and the following offices:**

3.4.8.1. HQ AFSVA/SVOM, Randolph AFB TX for government contractors, Air Force military and civilian personnel, including dependents of Air Force personnel.

3.4.8.2. CDRPERSCOM/TAPC-PED-D, Alexandria, VA for Army military, civilian personnel and dependents.

3.4.8.3. MILMEDSUPPORTFF/059A, Great Lakes IL for Navy military, civilian personnel and dependents. Send an information copy to BUMED Washington DC//332//.

3.4.8.4. CMC WASHINGTON DC//MHP-10// for Marine Corps military, civilian personnel and dependents.

3.4.8.5. HQ USCG/G-PSI, US COAST GUARD Washington DC 20590 for Coast Guard members.

**3.5. Verification of Military Status and Entitlements.** A member of the mortuary affairs office will contact the Military Personnel Flight (MPF) and deceased member's unit.

3.5.1. Obtain information listed in the deceased member's records to determine the person(s) authorized to direct disposition for the remains and personal property, as it may not be the same person.

3.5.2. Verify the decedent's military status to confirm eligibility for active duty mortuary entitlements, prior to briefing the PADD.

3.5.3. Obtain a list of the decedent's awards, decorations, and badges for the uniform and the hardwood flag cases. This information will be given to the installation rendering military funeral honors, so they may prepare the hardwood flag case(s). **NOTE:** For burials at ANC, the shipping base will prepare the flag case(s). **NOTE:** Per AFI 36-3026(I), *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, the Identification (ID) Card will not be surrendered to the PADD or any surviving family member. It will be surrendered to the nearest issuing activity.

**3.6. Initial Contact With the PADD.** The mortuary officer will verify Casualty Affairs has notified the PADD of the death. Once it's been determined the PADD has been notified, the mortuary officer will contact the PADD within two hours of notification to set up an appointment to brief entitlements. The PADD should not be contacted after 2200 hrs local or before 0800 hrs unless they specifically request it.

**3.7. Securing Personal Property and Effects.** The mortuary officer will request that the decedent's squadron commander locate and secure personal property and effects under Government control pending the appointment of an SCO. If the decedent's residence and/or property are located off base and the PADD is not present or does not live with the deceased, the appropriate civil authority (i.e., coroner, police, fire, sheriff etc.) should be contacted.

**3.8. SCO Appointment.** The mortuary officer will request the installation commander appoint an SCO to assist the Person Legally Eligible to Receive Effects (PERE) with disposition of the personal property and effects of the decedent.

**3.9. Appointment of a Family Liaison Officer (FLO).** The mortuary officer will ensure a FLO is appointed by the installation commander to carry out duties IAW AFI 34-1101 and notify MAJCOM and HQ USAF/AIS of FLO assignment within 24 hours of appointment.

**3.10. Submitting the Initial Death Report (RCS: HAF-SVA (AR) 9471).** HQ AFSVA/SVOM must be notified of all Air Force deaths. An initial death report must be submitted using e-mail with ~~Request a read receipt~~ for each sent message to [SVOM@randolph.af.mil](mailto:SVOM@randolph.af.mil). Refer to **Table 3.1** for the required information and format. To insure prompt notification, also fax the initial death message to HQ AFSVA/SVOM at DSN 487-5809. The initial death report must be submitted as soon as the mortuary officer learns of a death in their installation's area of responsibility (AOR). Reporting should not be delayed because identification has not yet been confirmed. The death should be reported as ~~believed to be~~ (BTB). Addressees will include:

- 3.10.1. HQ AFSVA/SVOM or [SVOM@randolph.af.mil](mailto:SVOM@randolph.af.mil).
- 3.10.2. The installation's servicing Defense Finance and Accounting Service (DFAS)
- 3.10.3. MAJCOM/Mortuary Officer (A1SX).
  - 3.10.3.1. Air National Guard Members are to be reported to ANG/SVX, Air National Guard Readiness Center, Andrews AFB MD. [ANGMortuaryManager@ang.af.mil](mailto:ANGMortuaryManager@ang.af.mil).
- 3.10.4. HQ AFPC/DPWCS.
- 3.10.5. HQ USAF/AIS, for aircraft accidents or multiple fatalities.
- 3.10.6. USAF Mortuary Camp Kinser or Dover Port Mortuary as info addressee, for OCONUS deaths.

**Table 3.1. Initial Death Report – Required Information and Format.**

Item #	Required Information
1.	Name, rank or grade and SSN, of the deceased active member, this instruction requires collecting and maintaining information protected by the <i>Privacy Act of 1974</i> authorized by (5 U.S.C. 552A)
2.	Time, date and place of death
3.	The status and location of remains. For the status, use abbreviator words. Refer to <a href="#">Attachment 1</a> for definitions of abbreviated words.
4.	Whether or not there were or will be any S&R and ID actions. If so, describe the status in detail.
5.	If the cause of death disfigured the member's facial features, specify how the member was identified or <del>BTB</del> if not identified.

**3.11. Supplemental Reports.** Supplemental reports will be sent to report changes in status, preparation and interment information, location of remains and search, recovery and identification actions, (if applicable) or any other subsequent information. Supplemental reports will be sent by e-mail with –Request a read receipt” to [SVOM@randolph.af.mil](mailto:SVOM@randolph.af.mil) and to the MAJCOM/AISO. When tasking a base for military honors, the base providing honors should be included as an info addressee. For aircraft accidents or multiple fatalities, HQ USAF WASHINGTON DC//A1S// will be included on the supplemental messages. For OCONUS deaths include USAF Mortuary Camp Kinser or Dover Port Mortuary as info addressee. As many messages as necessary, should be sent. Following information should be included in supplemental death reports:

**Table 3.2. Supplemental Death Report Format.**

Item	Required Information
1.	The decedent’s full name, rank and SSN, this instruction requires collecting and maintaining information protected by the <i>Privacy Act of 1974</i> authorized by (5 U.S.C. 552A)
2.	The name and location of the receiving funeral home
3.	The name of the cemetery
4.	The base providing funeral honors, specific honors requested and flag recipients
5.	The names and travel arrangements of persons authorized funeral travel
6.	The date and place of birth
7.	Awards, decorations and badges
8.	Total Active Federal Military Service Date (TAFMSD)
9.	Status of remains
10.	Transportation of remains
11.	Escort schedule

*Section 3B—Disposition, Preparation and Casketing.*

**3.12. PADD Entitlements Briefing.** The mortuary officer will brief the PADD on all authorized mortuary entitlements and persons authorized to travel to attend the funeral (**Table 2.2**). Prior to meeting with or briefing the PADD, the mortuary officer must ensure they are adequately prepared. The mortuary officer must know the mortuary entitlements authorized for active duty military personnel, prepare an AF Form 57, *Mortuary Guide* and know what they should ask the PADD regarding their disposition preferences, using the PADD Briefing Guide located at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>. During the briefing, the mortuary officer must be sensitive; answer questions clearly; avoid discussing issues Casualty Affairs should address and be prepared to forward questions to other appropriate agencies.

3.12.1. If PADD Resides in Local Area (CONUS). If the PADD lives in the local area, the mortuary officer must brief them in person. Once the briefing has been accomplished, the mortuary officer will complete AF Form 970, *Statement on Disposition of Remains* and have the PADD initial and sign where indicated on the form. This form provides written verification of the PADD's disposition instructions.

3.12.2. Does Not Reside in Local Area (CONUS). If the PADD is not in the local area, the mortuary officer will brief them by telephone. The PADD will be sent a confirmation letter, by overnight express delivery (for a sample confirmation letter, go to <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>) referencing the phone call and confirming disposition instructions. A copy of the letter and a memorandum for record will be placed in the mortuary case file and is considered an acceptable substitute for the AF Form 970. **NOTE:** There are times when the PADD may request a face-to-face briefing on mortuary entitlements. Before taking any action, the mortuary officer in charge of the case must first coordinate with HQ AFSVA/SVOM on how to handle this exception to policy.

3.12.3. OCONUS Death/PADD Resides in CONUS. HQ AFSVA/SVOM will brief the PADD on all mortuary entitlements, travel and status updates on remains, obtain disposition instructions for the remains and the personal property and provide applicable instructions to the overseas installation handling the death and the applicable Aerial Port.

3.12.4. OCONUS Death/ PADD Resides OCONUS. The installation mortuary officer will:

3.12.4.1. Brief PADD on mortuary entitlements.

3.12.4.2. Ensure an overseas government mortuary facility prepares the remains or ices them down in an aluminum transfer case, as applicable. Military aircraft will transport the remains to the Dover Port Mortuary.

3.12.4.3. Port Mortuary Officer will brief the escort, prepares or reprocesses, dresses, caskets the remains and arranges commercial transportation to destination for the remains and the escort.

3.12.4.4. When interment is overseas and persons entitled to funeral travel are in CONUS, HQ AFSVA/SVOM will brief authorized travelers and arrange for transportation if travel is to an authorized overseas location.

**3.13. Actions When the PADD Makes Arrangements Prior to the Disposition Briefing.** There are times when the PADD has made arrangements for the decedent prior to the Air Force entitlements briefing. The extent to which these arrangements have actually been fulfilled determines entitlement and reimbursement options.

3.13.1. If the PADD has made arrangements, but the remains have not yet been released to the funeral home, the mortuary officer will promptly brief the PADD on the entitlements, thereby giving the PADD the opportunity to adjust the arrangements. Refer to **Table 2.1** for authorized expenses and reimbursements.

3.13.2. If the PADD has made arrangements and the remains have been removed and prepared by a funeral home prior to the entitlements briefing, the mortuary officer will advise the PADD HQ AFSVA/SVOM will evaluate the claim to determine the reimbursable amount for services (primary) already completed. The mortuary officer will also brief the PADD on the appropriate secondary allowance amount and provide a DD Form 1375, *Request for Payment of Funeral and/or Interment Expenses*, for claim submission.

**3.14. If PADD Relinquishes Right to Disposition.** If the PADD relinquishes their right to direct disposition, it may only be to an individual authorized to direct disposition in paragraph **1.12** Refer to the Services Agency website for a standard relinquishment statement.

**3.15. Cremation.** The PADD is entitled to have the remains cremated in addition to preparation and casketing. They can ask the Air Force to arrange for cremation or make the arrangements themselves.

3.15.1. PADD Makes Cremation Arrangements. For a CONUS death, the PADD will be reimbursed a sum not to exceed what it would have cost the Air Force to arrange for cremation under a mortuary services contract. Refer to **Table 2.1** for authorized reimbursement. For an OCONUS death and the PADD arranges for cremation outside CONUS instead of cremation arranged by the Air Force at the Dover Port Mortuary facility, the reimbursement is the sum not to exceed what it would have cost the Air Force to arrange for cremation at the Dover facility.

3.15.2. Air Force Makes Cremation Arrangements - CONUS. For a death occurring in CONUS, the Air Force will arrange for cremation at or near the place of death, unless the PADD requests cremation at destination. The mortuary officer will:

3.15.2.1. Prepare an AF Form 140, *Cremation Authorization and Disposition of Remains* and have the PADD sign the form to confirm their desire to have the remains cremated.

3.15.2.2. Advise the PADD remains will be casketed in an armed forces specification solid hardwood casket or a cremation unit and the Air Force will provide a solid walnut or bronze urn for the cremated remains. If the PADD does not want a specification urn, advise them the Air Force will reimburse them for expenses not to exceed the cost the Air Force-provided urn.

3.15.2.3. For a one-time purchase, a purchase order will be prepared, as required for individual cases for the preparation or reprocessing and dressing remains, specification hardwood casket and a shipping case. **NOTE:** Charges will be made by the crematory directly. The crematory will be required to provide a receipt for the remains and furnish a

release stating the remains were cremated and delivered to the Air Force agent or representative. The release will show the name of the deceased person, the Air Force agent or representative and the dates of cremation and delivery. The mortuary officer will:

3.15.2.4. Ensure the facility preparing and cremating the remains follow contractual specifications.

3.15.2.5. Provide the crematory a US flag to drape the casket.

3.15.2.6. Advise the escort to remove the flag upon arrival at the crematory and retain it for presentation to the family.

3.15.2.7. Ensure the contractor engraves the urn with the name, rank, date of birth and date of death of the deceased and placed in the foot end of the casket. The receiving funeral home must be notified the urn has been placed in the casket.

### 3.15.3. Air Force Makes Arrangements - OCONUS.

3.15.3.1. Dover Port Mortuary or Hickam AFB will make cremation arrangements.

3.15.3.2. The mortuary officer will ensure contractual specifications are followed for preparation or reprocessing of remains or prepare a purchase order as required for individual cases (one-time purchase) for preparation or reprocessing and dressing remains, specification hardwood casket and a shipping case. The crematory engaged under contract by the government will transport the remains (including escort and escort's return) and return the cremated remains to the government facility. Charges will be made to the crematory directly. The crematory will be required to provide a receipt for the remains and furnish a release stating the remains were cremated and delivered to the Air Force agent or representative. The release will show the name of the deceased person, the Air Force agent or representative and the dates of cremation and delivery.

**3.16. Release of Remains to the Funeral Home.** If the PADD has requested the Air Force make arrangements and have provided written disposition instructions, the remains may be released to the funeral home. The mortuary affairs office should notify the contract funeral home and inform the funeral director of the type of casket or urn selected by the PADD, the name and address of the receiving funeral home, the name of the escort and the uniform or other burial clothing.

**3.17. Reprocessing Remains Prepared Without PADD or Air Force Direction.** If civil authorities have transferred remains to a funeral home for postmortem examination and remains were embalmed without Air Force or PADD direction, the mortuary office will arrange for the reprocessing, dressing and casketing of the remains if directed by the PADD. Contract mortuary services will be used. If there are no contract services near the place of death and the primary expense amount is more than the micropurchase amount (\$2,500), use a purchase order to arrange for mortuary services. If under the micropurchase amount, use the Government Purchase Card (GPC). Ensure mortuary services and supplies conform to the Performance Work Statement (PWS), Armed Forces specifications and conditions of Mortuary Services Contracts. See <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12> for information on PWS and paragraph 9.16 for the contracting process.

**3.18. Direct Consignment to a Government Cemetery.** If remains are to be directly consigned to a Government Cemetery, the mortuary officer will notify the superintendent of the selected government cemetery or the commander of the Air Force installation cemetery of the request. Cemetery representatives will arrange for a funeral home to receive the remains at the common carrier, store the remains, as necessary and deliver them to the cemetery.

3.18.1. The mortuary officer will advise the funeral director to submit an itemized invoice to the government cemetery superintendent or to the commander of the installation cemetery concerned.

3.18.2. The mortuary officer should ensure the government cemetery superintendent forwards the invoice for payment processing.

**3.19. Inspection of Remains, Casket, and Shipping Container (CONUS).** The mortuary officer or alternate mortuary officer will inspect the remains and casket, without delay so remains can be shipped as soon as possible, using DD Form 2063, *Record of Preparation and Disposition of Remains (Within CONUS)*, as a guide. They will be available at all times, including Sundays and holidays to perform the inspection. The mortuary officer will ensure:

3.19.1. The remains have been dressed in the clothing furnished or wrapped nonviewable remains that cannot be dressed.

3.19.2. The appearance of the remains is satisfactory, whether the remains are dressed or wrapped.

3.19.3. That shipment of remains is expedited.

3.19.4. The contractor certifies services and supplies furnished under the contract meet the specifications before delivery or shipment of the remains and completes the data on the reverse side of DD Form 2063.

3.19.5. The contractor signs and dates the certification on DD Form 2063 and the mortuary officer signs the prescribed block.

3.19.6. The contractor has provided ten certified copies of State Death Certificate to the mortuary officer. The cost associated with the death certificates shall be included in the contract.

3.19.7. Ensure the contract funeral home or Dover Port Mortuary prepares and distributes a DD Form 2063. The original will be sent to the HQ AFSVA/SVOM, the preparing contract funeral director will retain a copy and a copy will be placed in the mortuary case file.

**NOTE:** DD Form 2062, *Record of Preparation and Disposition (Outside CONUS)* will be used for remains prepared by an Air Force contractor or a mortuary outside the CONUS. The preparing mortuary or contractor will retain one copy and send the original with the remains to Dover Port Mortuary. The Port Mortuary will retain a copy of the completed form and send the original to HQ AFSVA/SVOM and a copy to the applicable MAJCOM.

***Section 3C—Escort and Summary Courts Officer Actions.***

**3.20. Summary Courts Officer (SCO) Briefing.** Mortuary Affairs personnel will brief the SCO on their duties, provide a copy of AFI 34-244 and if known, the name, address and phone number of the authorized property recipient. SCO will be advised all property actions should be

completed within 45 days of appointment. SCO actions will be suspended and tracked by mortuary affairs personnel.

**3.21. Escort Selection and Approval.** The mortuary officer will approve military escort requests for the following:

3.21.1. A CONUS-based military escort to accompany the remains of a military member who has died in CONUS and who will be shipped to a CONUS destination.

3.21.2. For an overseas military member to escort the remains to the Dover Port Mortuary and on to a CONUS destination, if the escort is assigned to the same overseas area as the decedent. In this instance, the mortuary officer will provide HQ AFSVA/SVOM, MAJCOM and Dover Port Mortuary with the identification and travel itinerary of the selected escort. **NOTE:** Dover Port Mortuary is authorized to request personnel from other installations within a 100-mile radius, regardless of command, to provide escort support on a temporary duty (TDY) basis.

**3.22. Special Escorts.** If the PADD requests a CONUS member, a member assigned to a different overseas area than the deceased member, or a member of another branch of service to escort an overseas deceased member, the request should be referred to HQ AFSVA/SVOM for approval. If the PADD requests an escort that's retired or on inactive duty status, that person will be treated as a civilian.

**3.23. Escort Briefing.** Mortuary affairs personnel will brief the escort on their duties, instruct them read AFPAM 34-259, *Escorting Deceased Air Force Military Personnel* and provide them the following:

3.23.1. A copy of AFPAM 34-259.

3.23.2. The authorized number of interment flags (paragraph **2.18**). **NOTE:** Diagrams and instructions for draping, folding and presenting the flag at graveside are provided in AFPAM 34-259. The escort will hand carry the flag(s). Additional flags will not be provided without approval from HQ AFSVA/SVOM.)

3.23.3. Two copies of DD Form 1375.

3.23.4. A copy of VA Form 40-1330.

3.23.5. A copy of AF Form 1947, *Escort Report*.

3.23.6. A civilian escort (i.e., if not NOK or a relative of the decedent) will be provided with the authorized number of flags and the appropriate forms for the NOK.

**3.24. Escort Travel Arrangements.** The escort's travel arrangements should start at the place of assignment or residence, proceed to the shipping installation, then on to the final destination and finally return to the place of assignment or residence. The mortuary officer will:

3.24.1. Ensure the escort is issued one or more separate transportation requests for round trip travel. This request will be annotated with "Escort for Remains" and will include the escort's name, grade, Social Security number (SSN) and relation to the deceased, as well as the deceased member's name, grade, SSN and date of death. This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974* authorized by (5 U.S.C. 552A).

3.24.2. Authorize travel by commercial air (coach class), per diem and lodging while en route to and from and at the final destination. If coach class is not available in time to assure delivery of the remains to meet the funeral and disposition commitments, the Mortuary Officer will request approval for one-way first-class travel from HQ AFSVA/SVOM (DSN 487-5806). Mortuary Officer will include a brief justification for the request and the tentative date of travel and itinerary, if available.

3.24.3. Ensure travel orders are prepared for the escort and one copy of the orders forwarded to HQ AFSVA/SVOM. For a military escort, DD Form 1610, *Request and Authorization for TDY Travel of DOD Personnel* will be used. For a civilian escort, Invitational Travel Orders (ITO) will be used.

### ***Section 3D—Interment Actions.***

**3.25. Arranging Military Funeral Honors.** If the PADD requests military funeral honors and the burial will not be in the local AOR, the mortuary officer will contact the installation responsible for providing honors to notify them of the requirement. The decedent's awards and decorations information should also be provided for preparation of the hardwood flag case. If honors will be provided in the local AOR, the mortuary officer will pass the requirement to the Honor Guard/OIC. If the NOK requests a flyover, refer to **Table 8.1** for eligibility and **Section 8E** for required actions. The mortuary officer arranging shipment of the remains should also arrange for two uniformed members to be present at the receiving airport to appropriately handle the transfer of remains from special handling to the receiving funeral home's hearse. The individuals may be the escort, Family Liaison Officer (FLO), honor guard member, or a uniformed member from the nearest Air Force installation. For specific procedures see <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>.

3.25.1. Preparation of the Hardwood Flag Cases. The installation providing the military funeral honors will provide the appropriate number of hardwood flag cases and attach the decedent's current rank insignia, devices, and functional badge(s). Decorations the decedent was awarded are also authorized and include the metallic nametag to the lid (If cases come with a nameplate, the plate should be discarded).

3.25.2. The case(s) will be presented to the authorized recipients at the place of interment. If family members who are eligible to receive the hardwood flag case do not attend the funeral, the prepared flag case(s) should be forwarded to the mortuary officer at the installation nearest the eligible recipient. The mortuary officer will ensure the case(s) are hand delivered by an Air Force member. **NOTE:** For burials at ANC, the shipping installation is responsible for preparing and forwarding the appropriate number of hardwood flag cases to the USAF Honor Guard.

**3.26. Providing the Memorial Register Book.** If the installation has arranged a memorial service, the mortuary officer will ensure the PADD receives a memorial register book. If the PADD attends the service, they will be provided the memorial register book at that time. If the PADD does not attend the memorial service, the mortuary officer will arrange to have it sent to them.

### 3.27. Applying for the Government Furnished Headstone.

3.27.1. Interment in a Nongovernment Cemetery. When interment is to be made in a civilian cemetery, the escort will provide the PADD with a VA Form 40-1330. A copy of the form can be obtained from the VA website at <http://www.cem.va.gov>. The application should be requested and submitted by the interested party responsible for receiving and erecting the marker at the grave. The application requires signatures of the PADD, the person receiving the marker and/or the cemetery official. Cemetery personnel will order the headstone or marker upon inscription approval by the PADD.

3.27.2. Interment in a Government Cemetery. When interment is made in a government cemetery, the superintendent of the cemetery prepares the necessary form for supply of the final marker for the grave, whether individual or group interment.

3.27.3. Interment in an Air Force Cemetery. Installation Commander or Mortuary Officer responsible for receiving and erecting the marker at the grave will submit VA Form (VA Form 40-1330), when interment is made in an Air Force cemetery.

**3.28. Burials Outside CONUS.** For burials outside CONUS, three copies of DD Form 2062 will be completed for all remains prepared or processed by Air Force mortuaries or by an Air Force contractor. The original will be forwarded to HQ AFSVA/SVOM with Item 43 filled in to read *–Disposition of remains was accomplished in (give geographical location).*” The mortuary officer handling the case will retain one copy and forward one copy to HQ AFSVA/SVOM or the parent service.

### *Section 3E—Transportation of Remains and Funeral Travel*

**3.29. Shipping Remains to Final Destination in CONUS.** Mortuary affairs personnel will coordinate with the funeral home contracted to handle the remains, make flight arrangements for the remains, and include the cost on their bill to the Air Force. The funeral home will notify the mortuary officer of flight itinerary. Escort movement must be coordinated with remains movement.

**3.30. Notification of Movement of Remains to Final Destination.** When the remains are ready to ship, mortuary affairs will send a supplemental message informing the appropriate agencies of remains movement and include the information in **Table 3.3** below.

**Table 3.3. Remains Movement Message Format.**

Item #	Required Information.
1.	Decedent's name, rank or grade, SSN, this instruction requires collecting and maintaining information protected by the <i>Privacy Act of 1974</i> authorized by (5 U.S.C. 552A)
2.	Status (active duty, dependent, employee, etc.)
3.	Organization, employment, or sponsorship data
4.	PADD and relationship information, if the decedent is a dependent

5.	Whether remains are in a transfer case or casket and are viewable or nonviewable
6.	Transfer Case Number (TCN) if shipped to/from overseas
7.	Flight number, estimated departure time and estimated time of arrival at the aerial port
8.	Priority designator for return of transfer case, if applicable and any other information that may assist the aerial port
9.	OCONUS Shipment. Shipment information for remains of Air Force military personnel from CONUS to overseas or between two overseas points. The aerial port mortuary officer or the mortuary officer at the place of death, as applicable, will notify the PADD, the US Air Attaché Office, the receiving funeral director or government cemetery, HQ AFSVA/SVOM and the MAJCOM/AIS of the movement schedule, at the earliest possible time

**3.31. Sending the Instruction Letter to the Receiving Funeral Home.** The shipping installation or Dover Port Mortuary will forward a letter informing the receiving funeral director of the condition of the remains and the payment information. The letter will accompany the remains to the receiving funeral home. For a sample format, use MORT or go to <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>. **NOTE:** If the remains are nonviewable, the letter should not imply the Air Force prohibits the opening of a closed casket after it arrives at the funeral home. It is the right of the PADD to have the casket opened unless state law prohibits it.

**3.32. Funeral Travel Assistance.** The mortuary officer will assist persons authorized funeral travel with their travel arrangements to attend the funeral, if applicable. Refer to paragraph **2.32** for additional information on Funeral Travel. The mortuary officer will:

3.32.1. Prepare Invitational Travel Orders citing authorized points and modes of travel. If surviving spouse is an active duty member, complete DD Form 1610. If appropriate, instruct the airline ticket office to wire Government-arranged airline tickets to the ticket counter at the airport nearest the traveler. The format for Invitational Travel Orders may be found at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>.

3.32.2. Assist authorized travelers with completing and filing DD Form 1351-2, **Travel Voucher or Sub voucher**, for travel expense payment.

### *Section 3F—Group Interment and BNR Actions*

#### **3.33. Group Interments**

3.33.1. Cemetery Designation for Group interment. Once it has been determined remains will be buried as a group, HQ AFSVA/SVOM will:

3.33.1.1. Designate the government cemetery to be used for a group interment.

3.33.1.2. Notify the commander concerned of the cemetery selected.

3.33.1.3. Coordinate selection of the cemetery with the other Services or agencies, when personnel other than Air Force deceased are included in this group.

3.33.2. Notifying the PADD - When Death Occurs in CONUS. The installation commander or mortuary officer concerned will advise the PADD of Air Force deceased and other interested relatives of persons that a group interment has been arranged. This information will be conveyed by letter and include a statement the remains cannot be individually identified, the name and address of cemetery selected for burial, the authorized reimbursement for interment expenses and provision for transportation of relatives at government expense to attend the burial service. See [Table 2.1](#)

3.33.3. Notifying the PADD - When Deaths Occur OCONUS. HQ AFSVA/SVOM will advise the PADD and all others that a group interment will be arranged.

3.33.4. Casketing Remains for Group interment. The number of caskets to be used for the group must be coordinated between the installation concerned and HQ AFSVA/SVOM. Upon receipt of request for a group interment, HQ AFSVA will contact the base mortuary officer concerned by telephone to inform them of the following:

3.33.4.1. Number of caskets to be used.

3.33.4.2. How the remains will be wrapped.

3.33.4.3. The amount placed in each casket should be of proportionate weight.

3.33.4.4. Each casket and shipping case will carry identification papers reflecting the name, rank and service number of all deceased in the group.

3.33.5. Interment Flags for Group interment. A flag will be furnished for each deceased military person in the group according to paragraph [2.18](#) The flags will be presented upon conclusion of the committal service.

3.33.6. NOK Travel for Group interments. When death occurs in the CONUS, the mortuary officer of the installation concerned will request HQ AFSVA/SVOM publish invitational travel orders and arrange for transportation. If the relatives do not reside in the same household, a separate transportation request indicating the class of ticket and accommodations authorized will be issued for the travel of each person. If the relatives reside in the same household, one transportation request can be issued for their travel.

3.33.6.1. If transportation is not procured by a US government transportation request, the individual will be reimbursed for the actual transportation expenses for commercial travel. First-class air travel should be used only when it is the sole class available. The Secretary or Deputy Secretary of Defense must approve first-class travel.

3.33.6.2. If travel is to be made by privately owned vehicles, the owner or operator of a vehicle may be reimbursed at the authorized rate for the official distance traveled provided determination has been made that use of privately owned vehicle is more advantageous to the government. The owner or operator of the vehicle must submit a signed statement that he or she was the owner or operator of the vehicle and was primarily responsible for the operating expense thereof.

3.33.6.3. Payment of transportation expenses will be made by citation of appropriate funds by the activity arranging for the transportation of these relatives. Authorized

transportation expenses may not exceed the transportation allowances authorized for temporary duty travel in Joint Travel Regulations for members of the Armed Forces while traveling on official business.

**3.34. Body is Not Recovered (BNR).** The mortuary officer will provide HQ AFSVA/SVOM a summary of events by e-mail to [SVOM@randolph.af.mil](mailto:SVOM@randolph.af.mil). **It will include a summary of the S&R efforts, circumstances explaining why remains are not recoverable at the present time, and information concerning probability of additional S&R actions and recovery at a later date. MAJCOM/A1S and HQ AFPC/DPWCS should be information addressee on all summary messages. Information addresses will be "PRIORITY" precedence. If and when search efforts are resumed or the remains are recovered at a later date, HQ AFSVA/SVOM will be notified by e-mail of such events and circumstances. The mortuary officer will:**

3.34.1. Brief the PADD on BNR status and memorial service entitlements.

3.34.2. Arrange a memorial service, if requested.

3.34.3. Present a flag and hardwood flag case to eligible recipients (paragraph [2.18](#) and [2.19](#)).

3.34.4. Memorial Plots. Provide the PADD with a VA Form 40-1330 and advise them to submit the form to set aside a memorial plots in government cemeteries, where memorial markers may be erected. VA Form 40-1330 will also be used for installation of a memorial marker in a nongovernment cemetery.

3.34.5. The PADD may elect to purchase a memorial marker from a commercial source for placement in a nongovernment cemetery.

3.34.6. The mortuary officer will inform the PADD they must file a claim for reimbursement for costs incurred to conduct the memorial service within two years after the date of death or within two years of being notified of the death, whichever is later.

**3.35. Final Mortuary Officer Actions.** The mortuary officer will:

3.35.1. Obtain the FLO's log of events upon completion of their duties and file in the mortuary case file.

3.35.2. Ensure SCO forms have been turned in and filed in the Mortuary Case File (AFI 32-244 and [Attachment 3](#)).

3.35.3. Ensure all mortuary expense claims are paid and travel vouchers have been filed.

3.35.4. Forward the original copy of the completed mortuary case file to HQ AFSVA/SVOM and maintain a copy of each case file locally for three years.

## Chapter 4

### ELIGIBILITY AND ENTITLEMENTS OTHER CATEGORIES OF PERSONNEL

**4.1. Purpose.** This chapter describes mortuary entitlements for other categories of personnel to include:

- 4.1.1. Dependents of active duty personnel.
- 4.1.2. Retirees and their dependents.
- 4.1.3. APF and NAF employees and their dependents.
- 4.1.4. Contractors
- 4.1.5. American Red Cross and USO Employees OCONUS and their dependents.
- 4.1.6. Foreign National Civilian Employees.
- 4.1.7. Other Eligible US Citizens and Dependents.
- 4.1.8. Military Prisoners
- 4.1.9. Indigent or Unclaimed Persons.
- 4.1.10. Enemy Prisoners, Detainees and Aliens.
- 4.1.11. Members of Another Branch of Service.
- 4.1.12. US Coast Guard and Uniformed Services.
- 4.1.13. Foreign Military Members

**4.2. Entitlements—Transportation of Remains.** For the decedents listed in paragraph 4.1, remains will be transported from the place of death to the place of interment at government expense, to include the cost of the shipping container. **Table 4.1** provides the method of transportation that will be provided based upon the location or place of death.

**Table 4.1. Authorized Modes of Transportation.**

Origin	Mode of Transportation
<b>USAFE</b>	For remains located in USAFE, AMC aircraft will transport remains to Dover Port Mortuary. Unless directed otherwise by the PADD, all eligible remains will be transported to Dover on the first available aircraft, on a space available basis. If directed by the PADD, commercial carrier will transport casketed remains of civilians, contractors, and infant or children direct to destination. <b>NOTE:</b> Contact HQ AFSVA/SVOM/HQ USAFE/AISOM. <b>NOTE:</b> Contact HQ USAFE/AISOM for assistance in diverting a flight to the area if there is no scheduled flight or if the movement of remains is delayed for 18 or more hours.

<b>PACAF</b>	For remains located outside CONUS, under United States Air Forces in the Pacific (PACAF), casketed remains, prepared by Air Force Mortuary, Okinawa or a DOD mortuary located in Guam or Korea are to be transported by commercial carrier direct to destination from these locations.
<b>CONUS</b>	For remains within CONUS, including Alaska and Hawaii, the mortuary officer at the place of death, in conjunction with the transportation officer, will determine the method of shipment to the final destination within CONUS by commercial carrier or ground transportation, or to the aerial port, if outside CONUS. Contact the Dover port mortuary officer for the requirements for shipping to a foreign country.
<p><b>NOTE: OCONUS Interment.</b> If the sponsor chooses to bury dependents outside CONUS, the Air Force will not pay costs for subsequent disinterment or transportation of the remains to CONUS or another place of interment. The sponsor will be advised of this fact and will also be advised that any desired assistance for subsequent disinterment and shipment should be requested from the Office of Overseas Citizens Services, Department of State, Washington DC 20520.</p>	

**Table 4.2. Reimbursable Mortuary Services Options.**

	<b>Option</b>	<b>Reimbursable Service</b>
<b>1.</b>	If a government mortuary prepares the remains and Dover Port Mortuary reprocesses.	Remains will be returned to Dover Port Mortuary in a transfer case. Dover will provide reprocessing services, a casket and a shipping case. The sponsor will reimburse the government for all preparation and casket costs involved. <b>NOTE:</b> Transfer case and casket shipping container for dependents of active duty military personnel and civilian employees will be furnished at government expense.
<b>2.</b>	If a government mortuary prepares the remains and a funeral director reprocesses.	The remains will be returned to Dover Port Mortuary in a transfer case. The sponsor will designate a funeral director of his or her choosing (who can be a contract funeral director) to receive the remains at Dover and move the remains to their establishment to provide services and supplies as directed by the sponsor. The sponsor will pay all costs.
<b>3.</b>	Remains of infants and children prepared and casketed OCONUS	Remains should be returned to CONUS by common carrier (commercial air) and will be shipped directly from the overseas location to final destination. The remains need not be consigned to Dover Port Mortuary for reprocessing and/or transshipment.

#### **4.3. Dependents of Active Duty Personnel.**

4.3.1. Eligibility. All deceased dependents of AF active duty members (other than for training). Deceased dependents require issuance of a death certificate including neonatal deaths, stillborn, miscarriages and abortions.

4.3.2. Entitlements. All Air Force dependents are entitled to transportation of remains from place of death to place of interment. The outside shipping container will also be provided at government expense. **NOTE:** The outer shipping container is considered a transportation expense.

4.3.3. OCONUS. If the death occurs OCONUS, dependents are also entitled to payment of consulate fees for shipping documents and sealing the casket, in addition to the transportation entitlement in paragraph 4.3.2. Dependents of members of the AF who die while the member is on active duty (other than for training) are also authorized mortuary services and supplies on a reimbursable basis where practicable and when local commercial facilities and supplies are not readily available or cost prohibitive.

**Table 4.3. Bona Fide Dependents.**

<b>The term "dependent", with respect to a member or former member of a uniformed service, means (USC 10 Section 1072)(2):</b>	
<b>1.</b>	The spouse
<b>2.</b>	The unremarried widow
<b>3.</b>	The unremarried widower
<b>4.</b>	A child who –  (a) Has not attained the age of 21;  (b) Has not attained the age of 23, is enrolled in a full-time course of study at an institution of higher learning approved by the administering Secretary and is, or was at the time of the member's or former member's death, in fact dependent on the member or former member for over one-half of the child's support; or  (c) is incapable of self-support because of a mental or physical incapacity that occurs while a dependent of a member or former member under clause (i) or (ii) and is, or was at the time of the member's or former member's death, in fact dependent on the member or former member for over one-half of the child's support;
<b>5.</b>	A parent or parent-in-law who is, or was at the time of the member's or former member's death, in fact dependent on him for over one-half of his support and residing in his household;
<b>6.</b>	The unremarried former spouse of a member or former member who on the date of the final decree of divorce, dissolution, or annulment, had been married to the member or former member for a period of at least 20 years during which period the member or former member performed at least 20 years of service which is creditable in determining that member's or former member's eligibility for retired or retainer pay, or equivalent pay;

7.	A person who is the unremarried former spouse of a member or former member who performed at least 20 years of service which is creditable in determining the member or former member's eligibility for retired or retainer pay, or equivalent pay, and on the date of the final decree of divorce, dissolution, or annulment before April 1, 1985, had been married to the member or former member for a period of at least 20 years, at least 15 of which, but less than 20 of which, were during the period the member or former member performed service creditable in determining the member or former member's eligibility for retired or retainer pay;
8.	A person who would qualify as a dependent under paragraph (7) but for the fact that the date of the final decree of divorce, dissolution, or annulment of the person is on or after April 1, 1985, except that the term does not include the person after the end of the one-year period beginning on the date of that final decree;
9.	<p>An unmarried person who –</p> <p>(a) Is placed in the legal custody of the member or former member as a result of an order of a court of competent jurisdiction in the United States (or a Territory or possession of the United States) for a period of at least 12 consecutive months;</p> <p>(b) Either -</p> <p>(1) Has not attained the age of 21;</p> <p>(2) Has not attained the age of 23 and is enrolled in a full time course of study at an institution of higher learning approved by the administering Secretary; or</p> <p>(3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was considered a dependent of the member or former member under this subparagraph pursuant to sub clause (1) or (2);</p> <p>(c) Is dependent on the member or former member for over one-half of the person's support;</p> <p>(d) Resides with the member or former member unless separated by the necessity of military service or to receive institutional care as a result of disability or incapacitation or under such other circumstances as the administering Secretary may by regulation prescribe; and</p> <p>(e) Is not a dependent of a member or a former member under any other subparagraph</p>

#### 4.4. Retirees and Retiree Dependents Who Die in a MTF.

4.4.1. Eligibility. A member entitled to retired or retainer pay or equivalent pay or a dependent of such a member who dies while admitted as an inpatient to a medical treatment facility of the armed forces located in the United States is eligible for entitlements as listed in paragraph 4.5.2 **NOTE:** Retirees and their dependents that die in a VA medical facility or a civilian hospital are not entitled to benefits at Air Force expense. Questions concerning eligibility should be referred to HQ AFSVA/SVOM.

4.4.2. Entitlement. The Air Force will provide transportation or pay for transportation of the remains from the place of death to a point no further distant than the last permanent residence (not home of record) within the fifty states, Commonwealth of Puerto Rico and possessions and territories of the United States. Transportation may not be provided to a place outside the United States. Any amount paid may not exceed the cost of transportation from the place of death to the decedent's last place of permanent residence. An outer shipping container will also be provided at government expense. If the permanent residence is located where the death occurs, only local transportation is authorized.

#### **4.5. Retirees.**

4.5.1. Eligibility. Retirees are former military members entitled to retired or equivalent pay.

4.5.2. Entitlement. Air Force retirees are entitled to interment in a government cemetery, a funeral honors detail at the place of interment and a VA headstone or marker. VA will provide flags for military retirees. The funeral director assisting the NOK will obtain the flag from the local postmaster. **NOTE:** A retiree is not authorized a hardwood flag case.

4.5.3. Entitlement for OCONUS Retirees. In addition to entitlements in paragraph 4.5.2, OCONUS retirees may be provided transportation at government expense from a place outside the United States to a point of entry in the United States on a space-available basis in military or military-chartered aircraft. Bona fide dependent(s), defined in **Table 4.3**, can also travel on the same aircraft to the port only and have up to one year to return on AMC aircraft/chartered aircraft to original origin. Recovery, identification, preparation of the remains for burial, including cremation if requested by the PADD, burial clothing and a casket or urn or both, with outside box may be provided on a reimbursable basis.

#### **4.6. Dependents of Retirees OCONUS.**

4.6.1. Eligibility. A retiree dependent who dies outside the United States while a dependent of a retired member.

4.6.2. Entitlement. Transportation may be provided without reimbursement, from a place outside the United States to a point of entry in the United States on a space-available basis in military or military-chartered aircraft. Bona fide dependent(s) can also travel on the same aircraft to the port only and have up to one year to return on AMC aircraft/chartered aircraft to original origin. Recovery, identification, preparation of the remains for burial, including cremation if requested by the PADD, burial clothing and a casket or urn or both, with outside box may be provided on a reimbursable basis.

#### **4.7. APF and NAF Civilian Employees**

4.7.1. Eligibility. Employees funded by appropriated funds (APF) and nonappropriated funds (NAF) are entitled to certain mortuary entitlements. Civilian employees eligible for mortuary entitlements include those employees who die while:

4.7.1.1. Serving with or without a transportation agreement to include locally hired employees at an overseas duty station.

4.7.1.2. On a temporary duty assignment or while en route to a temporary duty assignment within or outside the continental United States. (**NOTE:** The member must be on official travel orders to be eligible for entitlements under this category).

4.7.1.3. Assigned at a permanent duty station outside the fifty states, or traveling to or from such station. **NOTE:** This includes ARC Technicians that are in technician status and who are TDY.

#### 4.7.2. APF Employee Entitlements.

4.7.2.1. In CONUS. Actual expenses for preparation, dressing and casketing of the remains at Air Force expense to include an air tray or combination unit for shipment. The PADD can elect to use the contract funeral home or select a funeral home to prepare the remains. The PADD is responsible for the casket cost and may elect to choose a casket at the receiving funeral home at destination. The Air Force will transport the remains or reimburse the transportation costs to include the outer shipping container to the place of final disposition or to a point no further distant than the decedent's area of residence or official duty station. The PADD can also file a Federal Workman's Compensation claim for up to \$800.00 maximum.

4.7.2.2. APF Employee Entitlements OCONUS. The Air Force provides for S&R, identification, preparation, restoration, cosmetics, cremation, dressing, casket, urn, outer shipping container and transportation to the place of interment at a point no further distant than the last place of residence or assigned station within CONUS. The PADD is responsible for payment of the receiving funeral home and cemetery expenses. **NOTE:** Employees stationed in Alaska or Hawaii who are not in a travel status at the time of death are not eligible since there is no transportation agreement.

4.7.2.3. APF Entitlements - If Death Occurs in a Contingency Operation or in Connection with a Terrorist Incident. A civilian employee who dies of injuries incurred in connection with the employee's service with an armed force in a contingency operation or a terrorist incident is also entitled to:

4.7.2.3.1. Round trip transportation for one person to escort the remains to the place of interment.

4.7.2.3.2. Presentation of the flag to the PADD and to the decedent's parent or parents. **NOTE:** The term "contingency operation" includes humanitarian operations, peacekeeping operations and similar operations.

#### 4.7.3. Dependents of APF Civilian Employees.

4.7.3.1. Eligibility. Dependents who die while residing at or traveling to or from the employee's permanent duty station outside the CONUS.

4.7.3.2. Entitlements. Transportation, to include the outside shipping container, from place of death to the place of interment or a point no further distant than the employee's last place of residence or assigned station within CONUS and consulate fees for shipping documents and sealing the caskets. The sponsor or PADD must pay the cost for care and disposition of the remains.

4.7.4. NAF Employee Entitlements OCONUS. S&R, identification, preparation, restoration, cosmetics, cremation, dressing, casket, urn, outer shipping container and transportation to the place of interment at a point no further distant than the last place of residence or assigned station within CONUS on a reimbursable basis. All items and expenses to be furnished by the government on a reimbursable basis will be billed to and funded by the employing

nonappropriated fund instrumentality (NAFI). These benefits are not provided to NAF employees who are family members of US military or civil service employees who would otherwise be entitled to such care and disposition of remains from APFs (AFMAN 34-310, *Nonappropriated Funds Personnel Program Management and Administration Procedures*).

#### 4.7.5. Dependents of NAF Employees.

4.7.5.1. Eligibility. Dependents who die while residing at or traveling to or from the employee's permanent duty station outside the CONUS.

4.7.5.2. Entitlements. Transportation, to include the outside shipping container, from place of death to the place of interment or a point no further distant than the employee's last place of residence or assigned station within CONUS and consulate fees for shipping documents and sealing the caskets. Expenses will be billed to and funded by the employing NAFI. The sponsor or PADD must pay the cost for care and disposition of the remains.

### 4.8. Contractors and Dependents.

4.8.1. Eligibility. Personnel who support the Air Force via a contract and who die outside CONUS are authorized mortuary entitlements depending upon where death occurs and any provisions that may be included in the contract itself.

4.8.2. Entitlements. A government mortuary will prepare the remains. Provisions in the decedent's contract may cover all costs of preparation and transportation to the final destination. The mortuary officer should work directly with the decedent's supervisor and the government-contracting officer. The employer (i.e., the contractor) is responsible for obtaining disposition instructions from the PADD.

4.8.3. Dependents of Contractors. Dependents who die outside CONUS will be provided the mortuary services stipulated in the employee's contract.

### 4.9. American Red Cross and USO Employees OCONUS

4.9.1. Eligibility. American Red Cross and USO personnel who support the Air Force and die outside the CONUS.

4.9.2. Entitlements. The Air Force will prepare remains in a military mortuary, provide burial clothing and a specification casket and ship the remains to a CONUS aerial port, on a reimbursable basis. The Air Force will arrange for cremation, if requested and provide a specification urn. The PADD is responsible for all transportation arrangements and expenses from the aerial port to the place of interment and all funeral and interment expenses.

4.9.3. Dependents of American Red Cross and USO Employees Overseas. The Air Force will prepare and ship the remains of dependents of Red Cross and USO employees who die overseas, on a reimbursable basis. The sponsor is responsible for all funeral and interment expenses.

### 4.10. Foreign National Civilian Employees.

4.10.1. Eligibility. Foreign national civilian employees, who die while performing official duties away from or traveling officially to or from their homeland (provided they would have been entitled to travel to their homeland at government expense).

4.10.2. Entitlements. Based on foreign national civilian employee support agreements, the Air Force will pay for a contract funeral home in CONUS, a government mortuary outside CONUS, or a funeral home selected by the family to prepare and transport the remains. The Air Force will transport the remains to the deceased person's home or official station, or to a point no further distant. The PADD will pay for the funeral and burial expenses. **NOTE:** If a contract funeral home prepares the remains, it will provide at minimal cost a non-specification casket and outer shipping case.

4.10.3. Dependents of Foreign National Civilian Employees. The Air Force does not provide any mortuary entitlements for dependents of foreign national civilian employees.

#### **4.11. Other Eligible US Citizens.**

4.11.1. Eligibility. Specific US citizens who die outside the US, including Alaska and Hawaii who are eligible include:

4.11.1.1. Employees of a humanitarian agency associated with the military.

4.11.1.2. Civilians working directly for the military through a contract agency.

4.11.1.3. Personnel of a merchant vessel operating under jurisdiction of the US Armed Forces.

4.11.1.4. Any other person for whom the Department of State requests mortuary assistance.

4.11.2. Entitlements. Preparation of remains and transportation to a government mortuary may be provided on a reimbursable basis, when the Department of State requests such services. Department of State (Embassies and/or Consulates) can request preparation and casket on a reimbursable basis without DOD approval. However, the Secretary of Defense must approve shipment by AMC.

#### **4.12. Dependents of Other Eligible US Citizens.**

4.12.1. Eligibility. Dependents of US citizens in paragraph 4.11 provided the dependent was living outside the United States with that person at the time of death.

4.12.2. Entitlements. Preparation of remains and transportation to a government mortuary may be provided on a reimbursable basis, when the Department of State requests such services. Department of State (Embassies and/or Consulates) can request preparation and casket on a reimbursable basis without DOD approval. However, the Secretary of Defense must approve AMC shipment.

#### **4.13. Military Prisoners.**

4.13.1. Eligibility. Persons, who are in Air Force custody at the time of death, excluding prisoners of war or internees, are entitled to certain mortuary entitlements.

4.13.2. Entitlements. The Air Force will pay the costs of preparing, dressing, casketing and transporting to a final destination, as well as secondary (interment) costs. Military prisoners are not authorized an escort, NOK travel, interment in a government cemetery, or a government headstone. Neither a flag nor military honors will be accorded if a prison sentence carries a discharge. **NOTE:** Prisoners awaiting appellate review may be entitled to all mortuary benefits. Contact HQ AFSVA/SVOM for guidance.

**4.14. Indigent or Unclaimed Persons.** These are persons who die on an Air Force installation and neither a PADD nor the local municipal authorities assume custody or provide disposition instructions for the remains. HQ AFSVA/SVOM should be contacted for guidance.

**4.15. Enemy Prisoners, Detainees, and Aliens.**

4.15.1. Eligibility. Prisoners of war (POW) and interned enemy aliens who die while in Air Force custody.

4.15.2. Entitlements. The Air Force, at HQ AFSVA/SVOM direction, will prepare, dress and casket remains (in a minimum-cost, non-specification casket) and transport them from the place of death to a cemetery designated by HQ AFSVA/SVOM.

**4.16. Members of Another Branch of Service.** Members of another branch of service (Army, Navy and Marine Corps) are entitled to mortuary services and supplies but expenses will be paid for by the parent service.

**4.17. US Coast Guard and Uniformed Services.** The Coast Guard and members of uniformed services - the Commissioned Officer Corps of the Public Health Service (PHS) and National Oceanic and Atmospheric Administration (NOAA), are eligible to use contract funeral services and supplies. However, the US Coast Guard or the parent-uniformed service is responsible for making all funeral arrangements and paying for all funeral expenses for their members.

**4.18. Foreign Military Members.**

4.18.1. Eligibility. International Military Education and Training (IMET) Foreign Military Trainees and foreign exchange officers who die while in the US or while on US military installations overseas are eligible for certain mortuary entitlements.

4.18.2. Entitlements. May include arranging for care of remains at a funeral home under contract with the Air Force and arrangements for transportation of remains and escort to final destination. The AF will pay preparation costs; the PADD or responsible person will pay for funeral and interment costs.

4.18.2.1. For IMET Foreign Military Trainees, IMET funds from the decedents ITO will be cited to defray costs of preparation and shipment of remains (unescorted) to the home country.

4.18.2.2. For Foreign Exchange Officers, the appropriate government pays all expenses incident to preparation and shipment of remains.

## Chapter 5

### MORTUARY ACTIONS FOR OTHER CATEGORIES OF PERSONNEL

**5.1. Purpose.** This chapter discusses the actions the mortuary officer must take when handling a mortuary case for other categories of eligible personnel.

**5.2. Validation of Status and Mortuary Entitlements.** For all categories of personnel, the eligible individual's status and authorized mortuary entitlements will be validated prior to reporting the death and briefing the PADD. For neonatal deaths, not requiring issuance of a death certificate, HQ AFSVA/SVOM should be contacted for guidance immediately. For neonatal deaths without a death certificate, mortuary entitlements are not authorized.

**5.3. Initial Death Reports.** Initial death reports for all categories of personnel will be reported by e-mail to [SVOM@randolph.af.mil](mailto:SVOM@randolph.af.mil); the applicable MAJCOM/A1SO/A1SX, HQ AFPC RANDOLPH AFB TX//DPWCS [afpc.casualty@randolph.af.mil](mailto:afpc.casualty@randolph.af.mil). Disposition and PADD or sponsor information will be included in the report (format in [Table 5.1](#)).

**Table 5.1. Initial Death Report for Other Categories of Personnel – Required Information.**

Item #	Required Information
1.	Decedent's name, relationship to the sponsor and the sponsor's name, rank and SSN, this instruction requires collecting and maintaining information protected by the <i>Privacy Act of 1974</i> authorized by (5 U.S.C. 552A)
2.	Time, date and place of death
3.	Status and location of remains
4.	Specify in detail whether or not there were or will be any search, recovery and identification actions

**5.4. Mortuary Case Files.** The mortuary officer will complete a mortuary case file for all decedents (format at [Attachment 3](#)).

**5.5. PADD/Sponsor Briefing.** PADD or sponsor will be briefed on the applicable mortuary entitlements and obtain disposition instructions. Refer to [Table 4.1](#) for the authorized modes of transportation used.

**5.6. Dependents of Active Duty Members (CONUS Deaths).** The mortuary officer will:

5.6.1. Accomplish actions in paragraphs [5.2](#) through [5.5](#)

5.6.2. Brief PADD or sponsor on the applicable transportation entitlement and provide an AF Form 969, *Request for Payment of Transportation Expenses for Deceased Dependent or Retiree*.

5.6.3. Obtain an itemized transportation bill and completed AF Form 969 from the PADD or sponsor.

**5.7. Dependents of Active Duty Personnel (OCONUS Deaths).** The mortuary officer will:

5.7.1. Accomplish actions in paragraphs [5.2](#) through [5.5](#)

5.7.2. Brief the PADD or sponsor on transportation entitlements (government furnished) and the entitlement to have the remains prepared by a government mortuary facility on a reimbursable basis. If the remains are to be shipped to the United States, the mortuary officer will have the PADD or sponsor indicate the desired disposition on DD Form 2065, *Disposition of Remains-Reimbursable Basis*, and DD Form 1131, *Cash Collection Voucher, as applicable*. Item 14 of DD Form 2065 will be completed with the appropriate AF funding classification. DD Forms 2065, DD Form 969, *Request for Payment of Transportation Expenses for Deceased Dependents and Retirees*, DD Form 2064 and the consignment letter will accompany the remains from the place of death to the government mortuary for preparation and on to Dover for further disposition. If the PADD or sponsor chooses to ship the remains to the United States and the remains have been prepared by a government mortuary, the PADD or sponsor is authorized to have the Dover Port Mortuary reprocess remains (reimbursable) or may elect to have a funeral director reprocess them at their own expense.

5.7.3. Inform the appropriate agencies that remains have been shipped.

5.7.3.1. If the dependent's remains have been prepared by a government mortuary and will be shipped directly to a government cemetery for burial and the PADD does not attend the interment, the responsible mortuary officer will notify HQ AFSVA/SVOM by e-mail. Aerial Port of entry, the MAJCOM and the superintendent of the government cemetery concerned will be info addressees. Include following information in [Table 5.2](#)

**Table 5.2. Remains Movement Message – OCONUS Dependents.**

Item	Required Information
1.	The decedent's name, date of birth, date of death and place of death
2.	Name (include maiden name when applicable), rank, SSN and date of birth for sponsor or PADD and other parent, if applicable, this instruction requires collecting and maintaining information protected by the <i>Privacy Act of 1974</i> authorized by (5 U.S.C. 552A)
3.	Type of services desired by sponsor or PADD
4.	Whether the sponsor or PADD is returning to CONUS for services and, if so, address and phone number or a point of contact. If sponsor or PADD is not returning, furnish the name, address and phone number of the point of contact
5.	Verification that AF Form 507, <b>Agreement for Burial</b> , and a letter certifying dependency accompany the remains

5.7.3.2. When the remains of dependents from overseas installations are consigned directly to a government cemetery and the PADD returns to CONUS for the interment service, the mortuary officer will:

5.7.3.2.1. Advise the PADD the remains will be held at the Dover Port Mortuary facility until the PADD arrives at final destination. Provide the PADD with HQ AFSVA/SVOM's 24-hour toll-free number (1-800-531-5803) and request they call upon arrival at final destination. Scheduling services and coordinating the movement of the remains to final destination will then be arranged.

5.7.3.2.2. The Dover Port Mortuary officer will coordinate the arrival date of the remains at the cemetery and interment ceremony details with the superintendent concerned. The cemetery will be furnished with a suggested date of interment if the PADD has expressed a preference. The remains must not be shipped prior to coordinating with the cemetery.

5.7.3.2.3. When the shipping schedule is determined, the CONUS shipping installation will provide the schedule to the PADD, other relatives, and the cemetery superintendent.

5.7.3.2.4. If the remains are consigned to a funeral home for subsequent burial in a government cemetery, all contacts with the cemetery superintendent concerned are made by the family's funeral director and, in some cases, by the PADD. Then this is not direct shipment.

5.7.3.2.5. Obtain an itemized transportation bill and completed AF Form 969 from the PADD or sponsor.

5.7.3.2.6. Request payment of authorized expenses on SF 1034, *Public Voucher for Purchases and Services Other Than Personal*, through the servicing DFAS. Following payment or reimbursement, complete and forward a copy of a cost data worksheet to HQ AFSVA/SVOM.

5.7.3.3. If the mortuary officer learns of a dependent death after the fact, and the sponsor or PADD has arranged or assumed responsibility for the transportation of the remains, the mortuary officer will:

5.7.3.3.1. Ensure the dependent is bona fide.

5.7.3.3.2. Furnish the sponsor or PADD with four copies of the AF Form 969 to claim payment for authorized transportation expenses incurred.

5.7.3.3.3. Instruct the sponsor or PADD to return the completed forms and bills to the Mortuary office for review, processing, and payment.

**5.8. Retirees and Their Dependents.** The mortuary officer will:

5.8.1. Accomplish actions in paragraphs **5.2** through **5.5**

5.8.2. Brief the PADD on entitlements (transportation, military honors (if applicable), interment flag, cemetery, presidential certificate, etc.).

5.8.3. Obtain an itemized transportation bill and complete a SF 1034 for payment, by the servicing DFAS. Following payment, complete and forward a copy of the Cost Data Worksheet to AFSVA/SVOM.

**5.9. APF and NAF Civilian Employees and Their Dependents.** The mortuary officer will:

5.9.1. Accomplish actions in paragraphs [5.2](#) through [5.5](#)

5.9.2. Complete a cost data worksheet and forward a copy, along with copies of the payment documents, to HQ AFSVA/SVOM.

**5.10. Contractors and Their Dependents.** The mortuary officer will:

5.10.1. Accomplish actions in paragraphs [5.2](#) and [5.5](#)

5.10.2. Contact the decedent's employer to advise of the death and verify if there is a mortuary provision within the contract with the Air Force. If not, the contractor is responsible for making arrangements for the care and transport of the remains at contractor expense.

5.10.3. Complete and forward a Cost Data Worksheet to HQ AFSVA/SVOM, if the Air Force incurs expense.

**5.11. Red Cross and USO Employees and Their Dependents OCONUS.** The mortuary officer will:

5.11.1. Advise Red Cross of the death.

5.11.2. Accomplish actions in paragraphs [5.2](#) through [5.5](#)

5.11.3. Arrange for the movement of remains to the nearest government mortuary for preparation.

5.11.4. Complete a cost data worksheet using the format at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12> and forward copies, along with copies of payment or reimbursement documents, to their servicing DFAS and HQ AFSVA/SVOM.

**5.12. Foreign National Civilian Employees.**

5.12.1. Based on foreign national civilian employee support agreements, the Air Force may be responsible to pay for a contract funeral home in CONUS, a government mortuary outside CONUS, or a funeral home selected by the family to prepare and transport the remains. The Air Force will transport the remains to the deceased person's home or official station, or to a point no further distant. The PADD will pay for the funeral and burial expenses. **NOTE:** If a contract funeral home prepares the remains, it will provide at minimal cost a non-specification casket and outer shipping case.

5.12.2. The Air Force does not provide any mortuary entitlements for dependents of foreign national civilian employees.

**5.13. Other US Citizens OCONUS.** The mortuary officer will:

5.13.1. Arrange for the movement of remains of US citizens to the nearest government mortuary for preparation and transportation if requested by the Department of State. Preparation and transportation will be provided on a reimbursable basis.

5.13.2. Accomplish actions in paragraphs 5.2 through 5.4 Include disposition and PADD information in the initial message.

5.13.3. Complete the cost worksheet and forward to the installation's servicing DFAS and HQ AFSVA/SVOM, along with copies of payment or reimbursement documents.

**5.14. Military Prisoners.** The mortuary officer will:

5.14.1. Accomplish actions in paragraphs 5.2 through 5.5

5.14.2. Arrange for preparation and transportation of the remains.

5.14.3. Complete a cost data worksheet and forward, along with copies of payment or reimbursement documents, to the installation's servicing DFAS and to HQ AFSVA/SVOM.

**5.15. Indigent (Unclaimed) Persons.** Contact HQ AFSVA/SVOM (DSN 487-5806) for guidance.

**5.16. Enemy Prisoners and Detainees.** The mortuary officer will arrange for preparation, dressing and casketing (in a minimum-cost, non-specification casket) of enemy prisoners or detainees and ensure they are transported from the place of death to a cemetery designated by HQ AFSVA/SVOM. **NOTE:** The Air Force does not provide any additional entitlements for enemy prisoners or detainees.

**5.17. Members of Another Branch of Service.** The mortuary officer will:

5.17.1. Contact the parent service immediately upon the death of a member of another branch of service, near or on an Air Force installation.

5.17.2. Provide assistance as requested which may include arranging for care of remains at a funeral home under contract with the Air Force and arrangements for transportation of remains and escort to final destination. **NOTE:** The parent service of the decedent will be responsible for: 1) validating eligibility, 2) briefing PADD on mortuary entitlements, 3) receiving disposition instructions, 4) procuring and supplying burial clothing, 5) interment flag(s) and 6) providing an escort for the remains (if on active duty). The parent service will also provide fund citation for preparation and shipment of remains and will obtain the DD Form 1375 from the PADD for review and payment of authorized secondary expenses.

5.17.3. Care of US Coast Guard (USCG) decedents will be arranged in the same manner as members of any other branch of service. The USCG is responsible for all actions as stated in paragraph 5.17.2 All funeral home invoices should be forwarded to the USCG activity requesting assistance.

5.17.4. For remains of Army, Navy and Marine Corps personnel forward a copy of all documents received to the following parent service address:

5.17.4.1. Army. Department of the Army Casualty and Memorial Affairs, CDR, PERSCOM (TAPC-PED-D), Alexandria VA 22331-0482.

5.17.4.2. Navy and Marine Corps. United States Navy Mortuary, PO Box 886999, Great Lakes IL 60088-6999.

5.17.4.3. Coast Guard. US Coast Guard Commandant/GWPM, 2100 2nd Street, SW, Washington DC 20850.

**5.18. Foreign Military Members.** Upon the notification of the death of a foreign military member, the mortuary officer will:

5.18.1. Notify Air Force Security Assistance Training Squadron, Training Operations (AFSAT/TO), Randolph AFB TX and HQ AFSVA/SVOM. AFSAT/TO will notify their higher headquarters, the foreign government and the Air Force Attaché Affairs Office (SAF/IAPA) when necessary.

5.18.2. Provide requested assistance, which may include arranging for care of remains at a funeral home under contract with the Air Force and arrangements for transportation of remains and escort to final destination. Preparation, shipment and/or cremation may only be affected upon receipt of authorization from the PADD or authorized representative. Religion and culture may dictate certain types of disposition. Consult with AFSAT/TO and HQ AFSVA/SVOM for instructions. The AF will pay preparation costs; the PADD or responsible person will pay for funeral and interment costs.

5.18.3. For International Military Education and Training (IMET) Foreign Military Trainees, IMET funds from the decedents ITO will be cited to defray costs of preparation and shipment of remains (unescorted) to the home country.

5.18.4. For Foreign Exchange Officers, the appropriate government pays all expenses incident to preparation and shipment of remains. The preparing mortuary may submit claims to the appropriate foreign embassy representative in Washington D.C. A full listing of consulates may be obtained in the National Yellow Book of Funeral Directors.

## Chapter 6

### SEARCH AND RECOVERY (S&R) OPERATIONS

#### *Section 6A—Program Responsibilities*

**6.1. Purpose.** This chapter addresses the planning actions required for establishing a competent, trained, search and recovery team and the actions that must be taken during an actual mishap.

**6.2. National Incident Management System (NIMS).** The Air Force is aligning its S&R capability within the NIMS. The NIMS represents a core set of doctrine, concepts, principles, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all levels. For ease of ordering and tracking, response assets are categorized via resource typing.

**6.3. Search and Recovery Teams.** S&R operations are conducted by S&R teams accompanied by an Air Force mortician. The Air Force identifies two types of S&R teams based on their capabilities following resource typing methods used by the Federal Emergency Management Agency (FEMA). Fatality Search and Recovery Team (FSRT) and installation Search and Recovery (S&R) teams may be augmented as necessary to provide additional personnel or expertise.

6.3.1. FSRT. Have 12 members (11 Airmen plus 1 mortician) specifically trained and equipped to handle S&R operations in a CBRN environment and with multiple commingled remains. Once cleared access to a contaminated site, the FSRT(s) will search, recover, and contain the contaminated remains until they can be delivered to the Army Mortuary Affairs Decontamination Collection Point (MADCP) or directed by the Combatant Commander to temporarily inter the remains. The Air Force does not have the capability to decontaminate human remains. The specific manning, training, and equipment requirements are detailed in Table 6.1.

6.3.2. Installation S&R. Have 11 members trained and equipped to handle basic S&R operations. The specific manning, training, and equipment requirements are detailed in [Table 6.1](#)

**6.4. AEF Alignment.** Each AEF pair will have two FSRTs assigned and capable of worldwide response, for a total of ten teams.

**6.5. Installation Requirement for a Search and Recovery (S&R) Team.**

**Table 6.1. US Air Force Search and Recovery.**

Minimum Capabilities:		FSRT	Installation S&R
Component	Metric		
Personnel	Number of People	12-person response augmented as necessary (11 Airmen + 1 AF mortician)	11-person core team augmented as necessary

Personnel	Training	Remains recovery and tagging procedures; use of personal protective equipment (PPE); S&R amidst hazardous materials; Wartime S&R procedures	Remains recovery and tagging procedures; use of personal protective equipment (PPE)
Personnel	Areas of Specialization	An Air Force mortician will accompany the S&R team	An Air Force mortician will accompany the S&R team
Personnel	Sustained Operations	Initial capability for 5 days	Initial capability for 5 days
Personnel	Organization	Team leader	Team leader
Equipment	Computer Supplies	GPS (Provided by/operated by CE)	GPS (Provided by/operated by CE)
Equipment	Communication Equipment	Two-way radios; portable megaphones; whistles	Two-way radios; portable megaphones; whistles
Equipment	Tools	Hand axe or machete	Hand axe or machete
Equipment	Personal Protective Equipment (PPE)	Steel-toed boots; eye protection; leather work gloves (Tyvek suits bought just in time).	Steel-toed boots; eye protection; leather work gloves. (Tyvek suits bought just in time).
Equipment	Administrative Supplies	Grease pencil; shipping tags; sketch maps	Grease pencil; shipping tags; sketch maps
Equipment	Logistics Equipment	Human remains pouch; plastic bags; stakes; bed sheets; leather gloves; surgeon's gloves; surgical masks; compass	Human remains pouch; plastic bags; stakes; bed sheets; leather gloves; surgeon's gloves; surgical masks; compass
Equipment	Chemical, Biological, Radiological, or Nuclear (CBRN)	Real world C-Bag (chemical suit ensemble and gas mask with certified canister/filters	None

6.5.1. Installations with military assigned to Force Support Squadron (FSS). Will have an installation S&R team properly trained, manned, and equipped to respond to mishaps when required. The S&R team will be composed of 11 military members from FSS. The team leader is the Mortuary Officer or alternate.

6.5.2. Installations without military personnel assigned to the Force Support Squadron, will be supported by the FSRT postured in the AEF pair when the incident occurs. The unit Director and an alternate is required to be trained in standard installation S&R operations and capable of advising base leadership on proper procedures until the FSRT arrives. **NOTE:** An installation commander without FSS military members may chose to retain installation S&R capability. To do so, he must assign, in writing, 10 military members to serve as members of the S&R team. The FSS Director must ensure the members received all required training and immunizations.

**6.6. Determining Level of Response.** Based up on information received from the incident site, HQ AFSVA/SVOM will determine whether a FSRT team is required. As a guideline, incidents with three or more commingled remains will likely require a FSRT team. The Mortuary Officer should always contact AFSVA/SVOM immediately upon notification of an incident to ensure proper and timely response above what an installation can provide.

**6.7. S&R Capability Limitations.** S&R teams can only operate in an environment of known hazards so members can be properly trained and equipped. The installation's Civil Engineering Readiness offices will define the hazards of the incident. Currently, S&R teams are not capable of operating in a Chemical, Biological, Radiological, or Nuclear (CBRN) environment.

**6.8. Obtaining Disposition Instructions During S&R Operations.** Under no circumstances will disposition instructions be requested from the PADD, nor will incomplete remains be released for shipment to destination, before recovery operations are terminated and positive identification is established.

**6.9. Roles and Responsibilities.**

6.9.1. HQ AFSVA/SVOM. Will provide training and advice on S&R programs.

6.9.2. MAJCOM/A1S. Will:

6.9.2.1. Review installation mortuary and S&R plans every two years.

6.9.2.2. Provide HQ AFSVA/SVOM with the commercial telephone number of a POC to call during non-duty hours.

6.9.2.3. Procure and stock enough personal protective equipment (PPE) to outfit an installation S&R team.

6.9.3. Air Force Institute of Technology (AFIT). Will develop and provide formal training for mortuary officers in S&R policies and procedures.

6.9.4. Installation CC. Will:

6.9.4.1. Designate S&R teams that will function under the supervision of the Mortuary Officer as part of the base disaster response force.

6.9.4.2. Ensure S&R team members are properly trained and knowledgeable in their responsibilities regarding recovery of remains.

6.9.4.3. Ensure the installation coordinates its S&R plans and MOAs with supporting organizations and agencies.

6.9.4.4. Ensure all mortuary officers (including those not from the FSS organization) are trained to effectively function as the S&R Team Leader in the primary mortuary officer's absence.

6.9.4.5. Evaluate the performance of the S&R team during base level exercises or training exercises.

6.9.4.6. Ensure Operational Risk Management is integrated into the decision-making process to support mission needs.

6.9.5. Mortuary Officers. Will:

6.9.5.1. Maintain a competent, trained S&R team and ensure the team is appropriately staffed to conduct continuous S&R operations based on the team's mission—FSRT or installation S&R training (para. 6.5).

6.9.5.2. Select team leaders from the organization based on experience, training, physical ability and mental attitude, and ensure they are trained in human anatomy and the ability to recognize portions of human anatomy.

6.9.5.3. Ensure, through the S&R Team OIC/NCOIC, the installation S&R teams are trained annually in the duties of S&R team leader and flanker, as well as remains recovery and tagging procedures. AEF aligned FSRTs should receive this training during their AEF spin-up time.

6.9.5.4. Ensure management and lead UTC (LWRR4, R5, and RA) personnel receive Home Station Training (HST) and Services Contingency Training (SCT) on wartime/contingency S&R procedures. (see AFI 10-214, *Air Force Prime RIBS Program*, Chapter 3).

6.9.5.5. Establish MOAs, as required, with other (nearby) military installations, to include National Guard and Reserve units and/or other government agencies, to expand their pool of members necessary to meet potential S&R requirements.

6.9.5.6. Develop a written installation plan for the implementation and execution of S&R operations, including the identification and handling of remains in aircraft mishaps and disasters occurring on and off base.

6.9.5.7. Coordinate S&R procedures with the base mishap response plan, as required by AFI91-202, *The US Air Force Mishap Prevention Program*.

6.9.5.8. Verify S&R team candidates have been pre-screened by medical authorities and have received adequate training regarding potential occupational and environmental health hazards according to recommendations from the installation Occupational Environmental Health Working Group (OEHWG).

6.9.5.9. Verify the installation commander appoints members by letter.

6.9.5.10. Coordinate with the MTF Education and Training office or equivalent section to ensure the S&R team receives appropriate education and training related to required duties and potential health hazards/risks.

6.9.5.11. Coordinate with Bioenvironmental Engineering (BE) to determine required respiratory protection, personal protective equipment and safety as applicable.

6.9.5.12. Supervise the installation S&R teams that function as a part of the disaster response force and will be responsible for coordinating all actions related to search and recovery.

6.9.5.13. Ensure training of S&R personnel is documented and maintained; safety training must be documented on AF-Form 55, *Employee Safety & Health Record* or equivalent automated or electronic product.

6.9.6. The MTF Commander. Will:

6.9.6.1. Ensure candidates for assignment to the S&R team are medically qualified, periodically evaluated and have received required prophylaxis and training according to recommendations from the Installation OEHWG.

6.9.6.2. Ensure the OEHWG has assessed health hazards/risks and made recommendations IAW AFI 48-145, *Occupational Health Program*.

6.9.6.3. Ensure BE determines required respiratory and PPE based on a health risk assessment of potential CBRN and physical hazards and implements applicable program requirements.

**6.10. S&R Supplies and Equipment.** Services personnel will budget for, procure and stock the items in **Table 6.2**, at a minimum. In addition, supplies and equipment required for the area's terrain and weather conditions should also be procured and on hand. The initial purchase of S&R supplies and equipment will be funded with the installation's O&M monies. Replacement of supplies and equipment used for an S&R operation will be funded by the mortuary allotment. For replacement and funding procedures, refer to **Chapter 9**.

**Table 6.2. Required S&R Supplies and Equipment.**

Item	National Stock Number (NSN)	Minimum Quantity	
		Qty	Unit
Human Remains Pouch	9930-00-451-1231	8	Each
Plastic Bags, 18" x 12"	8105-00-902-6508	1,000	Each
Grease pencil, china marker	7510-00-436-5210	24	Each
Tag, shipping, cloth with wire tie	8135-00-178-9193	5,000	Each
Stakes, up to 4 feet long	N/A (Locally procured) Refer to the Services Agency website for stake specifications and suggested sources	1,000	Each
Bed sheets, white	7210-00-171-1099	12	Each

Leather gloves, workmen's cowhide, sizes small through large	8415-00-268-7868 - 7872	26	Pair
Gloves, surgeon's	6515-00-782-6475 – Additional protective gloves as specified by BE to provide protection against chemicals that maybe present, sizes SM-LG.	26	Bx
Mask, surgical	6515-00-982-7493-Note: Surgical masks don't provide respiratory protection against harmful atmospheres (CBRN or physical) and are only intended for comfort of the S&R team members against nuisance dust.	5	Pkg

**6.11. PPE.** Accidents involving aircraft with composite materials may require the use of PPE. MAJCOMs and Air Reserve Components will procure and stock enough PPE to outfit an installation S&R team. The recommended amounts/types listed in [Table 6.3](#) represent minimal PPE requirements to outfit one person for five days. Refer to the TO 00-105E-9, *Emergency Rescue and Mishap Response Information*, Chapter 3 and BE for additional guidance.

6.11.1. BE makes the final determination regarding required PPE (including respiratory protection) based on the specific health risk assessment at the accident site.

**Table 6.3. Required Personal Protective Equipment.**

Item	Quantity	Usage
Tyvek Coveralls with, hood and booties	10 each	2 per day
Protective Gloves, as determined by BE	10 each	2 per day
Respiratory protection, as determined by BE	1 each	Reusable
Filter cartridges for respirator as determined by BE	10 each	2 per day
Steel-toed Boots	1 pair	
Eye protection	1 pair	

## *Section 6B—Planning & Execution of S&R Operations*

### **6.12. Responsibilities and Actions During S&R Operations.**

#### 6.12.1. HQ AFSVA/SVOM Will.

6.12.1.1. Respond to all aircraft mishaps or any mishap involving death and/or mass fatalities occurring within the CONUS, Canada, Puerto Rico and Central America, unless full recovery and positive identification of the member(s) are immediately established. When it is a non-incident death, identification assistance will be immediately available upon request. Provide a mortician worldwide to assist with search and recovery, identification, preparation and disposition of remains at all Air Force-related incidents with multiple remains and/or dismemberment. AF Morticians are authorized S&R uniforms to include steel-toed boots. OCONUS morticians will respond in their AORs if possible. If not, HQ AFSVA morticians will augment.

6.12.1.2. Contact the MAJCOM of the responding S&R team, determine whether the AEF aligned FSRT is required and request they inform the wing leadership HQ AFSVA/SVOM will be arriving to assist with S&R.

6.12.1.3. Provide technical assistance with identification and with search and recovery. When on an installation, mortuary affairs personnel will report directly to the on-scene commander.

6.12.1.4. Assist Medical Officer with identification, if positive identification cannot be established. **NOTE:** The Medical Officer will be from the agency with jurisdiction (local coroner, medical examiner or AFME).

6.12.2. MAJCOM Services Director (A1S). Will notify wing leadership at the S&R location of HQ AFSVA/SVOM's impending arrival.

6.12.3. The Team Leader (Mortuary Officer). Upon notification of a mishap that involves aircraft or mass fatalities and that may require S&R operations, the mortuary officer will:

6.12.3.1. Ensure the S&R team is alerted for standby and potential recall.

6.12.3.2. Report to the scene to survey the situation to determine logistical and operational S&R requirements and the number of S&R personnel required.

6.12.3.3. Coordinate S&R activities with the Safety Investigation Board (SIB) Medical Officer (for aircraft accidents), installation medical services director, staff judge advocate, and local civil authorities, as applicable.

6.12.3.4. Work to ensure CE personnel and GPS equipment are available at the site to plot remains, personal effects and wreckage, and to produce a survey-level map of the site.

6.12.3.5. Determine how to respond to the incident taking into account the considerations in **Table 6.4**

6.12.3.6. Brief the S&R team before they begin search and recovery operations.

6.12.3.7. Ensure each team consists of the team leader, two flankers, and enough line people to adequately cover the search area.

6.12.3.8. Ensure two flankers are equipped with portable megaphones, whistles, compasses, sketch maps, and either a machete or a hand ax, if required to clear ground brush.

6.12.3.9. Ensure each S&R team leader and unit leader is provided with hand-held or portable radios for communication with the mortuary officer who, in turn, will communicate directly with the on-scene commander or the base camp.

6.12.3.10. Ensure availability of backup communications equipment such as signaling mirrors, flashlights, etc.

6.12.3.11. Lead S&R operations and report details by secure telephone or by e-mail or **–PRIORITY** message to the MAJCOM mortuary affairs supervisor. The MAJCOM will coordinate further recovery actions, if required, with HQ AFSVA/SVOM.

6.12.3.12. Conduct additional S&R in the event additional remains are discovered after the aircraft salvage operation is terminated.

**Table 6.4. S&R Planning Considerations.**

1. Hours of daylight available for S&R.
2. S&R equipment that will be needed and as required by geographical location of mishap (i.e., chest waders in swamps of Florida).
3. Transportation for S&R team members.
4. Food, water, and other support items required (tents, etc.).
5. Helicopter availability, for site survey.
6. Establishment of a base camp when necessary; i.e., if there is a lengthy S&R and the location is distant from the nearest installation. The base camp should be established at the end of the line of communications and near the search area. This should ensure that full support (medical/food/shelter) is available in the event of inclement weather or injuries, etc. If situation permits, S&R personnel should operate from the base camp, returning after completing each day's S&R effort.
7. Number of S&R personnel available.
8. Size, shape, and terrain of search areas.
9. Initial direction of search pattern.
10. Spacing between S&R team members.
11. Search area entrance and exit points.

6.12.3.13. Inform the PADD of S&R status. **NOTE:** Because of the possibility of subsequent recovery when remains are not intact, the mortuary officer should not request disposition instructions prior to termination of aircraft salvage operations without the approval of HQ AFSVA/SVOM. The MAJCOM mortuary affairs supervisor and HQ AFSVA/SVOM should be advised of salvage operation status changes by e-mail ([SVOM@randolph.af.mil](mailto:SVOM@randolph.af.mil)).

6.12.3.14. Ensure S&R team members receive intervention from the Traumatic Stress Response Team IAW AFI 44-153, Traumatic Stress Response. at the conclusion of the S&R.

6.12.3.15. Ensure remains are positively identified using scientific means if they are non-viewable or have suffered trauma (see para 7.3).

6.12.4. S&R Team Leader. The team leaders will:

6.12.4.1. Ensure team members respond with sufficient personal items in the event of multi-day deployment.

6.12.4.2. Ensure appropriate S&R equipment is assembled.

6.12.4.3. Acquire team transportation to and from S&R area (limit travel by foot).

6.12.4.4. Brief and account for all team members.

6.12.4.5. Coordinate with CE to determine search areas and document on maps.

6.12.4.6. Execute the search action plan.

6.12.4.7. Record search coverage.

6.12.4.8. Obtain primary and alternate communications frequencies and schedules from the appropriate base agencies and establish communications with the base camp or base, as appropriate. Equip the leaders with radios, portable megaphones, whistles, or similar items and copies of the sketch map of the mishap site to facilitate communications when deployed.

6.12.5. Senior Medical Officer. Will ensure:

6.12.5.1. On-scene medical support is provided during S&R operations.

6.12.5.2. Remains are released to the mortuary officer for processing following completion of all medical actions.

6.12.6. The Safety Investigation Board (SIB). Investigates mishaps when there has been loss of life. The board is usually on scene within 72 hours following a mishap. The Incident Commander assumes control of the scene. The SIB President assumes control of the safety investigation under the provisions of AFI 91-204, *Safety Investigations and Reports*. The SIB Medical Officer trained in life support systems will be responsible for the life sciences aspect of the investigation and will supervise the identification process.

6.12.7. The Interim Safety Investigation Board (ISB) Medical Officer. The ISB Medical Officer and the mortuary officer assigned by the commander of the Air Force base nearest the mishap will initially collect life sciences evidence in an aircraft mishap. This will be done

before the permanent SIB Medical Officer arrives. Together they will accomplish the following:

6.12.7.1. Preserve perishable evidence, to include video and still photography at the mishap site, collecting laboratory samples, completing radiological studies and obtaining initial witness statements.

6.12.7.2. Ensure nonperishable evidence associated with human remains (life support equipment, aircraft egress systems, etc.) is left undisturbed at the mishap site.

6.12.7.3. Contact the Air Force Institute of Pathology (AFIP) to coordinate forensic pathology assistance. AFIP can be reached via telephone at any time through DSN 285-0000 or commercial (301) 319-0000.

6.12.7.4. Facilitate access of the AFIP medical examiner to the dead and injured.

6.12.7.5. Obtain health and dental records of the decedents.

6.12.8. CE will provide GPS and/or optical survey equipment and trained personnel to plot remains, personal effects, and aircraft wreckage. Daily maps will be produced and archived to reflect S&R progress.

**6.13. Search Operations Instructions.** Refer to AFH 10-247, Volume 4, *Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery*, for detailed instructions.

**6.14. Recovery Operations Instructions.** Recovery is the most important and demanding phase of the field operation and is time sensitive. Valuable investigative information, identification of remains and mishap clues can easily be destroyed by hasty or incomplete recovery actions. The mortuary officer will work closely with the director of base medical services or the ISB/SIB Medical Officer to ensure remains are properly examined, staked, tagged, photographed and plotted using GPS before removal. When GPS is not available, hand-drawn maps or sketches will be used.

6.14.1. Recovery unit operations must be carefully coordinated, since the tagging and designation of remains and portions of remains is vitally important in later examination of these remains.

6.14.2. The recovery unit will consist of approximately eight members (the size of the recovery unit depends upon the circumstances of each operation), a photographer provided by audiovisual and a unit leader. This selection provides efficient use of manpower as well as an available source of replacements.

6.14.3. Remains are usually dismembered and/or burned. In many mishaps, there may not be 100% recovery. Unit members must handle remains with the utmost care to ensure against loss or destruction of valuable identification media or evidence. **NOTE:** No remains will be moved or disturbed without the consent of the ISB/SIB Medical Officer or Incident Commander.

6.14.4. Use helicopters, if available, to visually survey the terrain and assist in determining the overall area to be searched.

### 6.15. The Recovery Process.

6.15.1. Each stake will be marked with the appropriate letter designation: R for intact remains and P for partial or fragmented remains. Each letter will be followed by sequential numbering (example, R-1, P-1, P-2) using consecutive recovery numbers for each stake. A ~~P~~ designation should be given for any remains that are not 100 percent complete.

6.15.2. When a GPS is available, the location of each stake will be plotted to include ~~R~~, ~~P~~ or ~~E~~ numbers (~~E~~ denotes personal effects).

6.15.3. Three tags will be used for each remains (or portion thereof) found. The R- or P-number must be written on each tag. One tag will be attached to the stake. The second tag will be attached to the remains. The third tag will be attached to the human remains pouch (HRP) or Ziploc type bag.

6.15.4. A color photograph must be taken of each remains with the tag's ~~R~~- or P-number" showing. The photograph or videotape must include a close-up shot of the remains and an image depicting the remains in relationship to the majority of the wreckage or the mishap scene.

6.15.5. The remains will be carefully placed in a human remains pouch or plastic bag. Handling should be minimized to prevent undue damage.

6.15.6. The ground beneath the remains and the immediate area should be carefully examined to assure all portions are recovered.

6.15.7. Once a photo has been taken of the remains, the third tag, marked with the same R- or P-number, must be securely attached to the outside of the pouch or plastic bag.

6.15.8. The remains must be iced or refrigerated as soon as possible to reduce degradation and transported by mortuary personnel to the temporary collection point or morgue.

6.15.9. Additional information required on each tag is as follows: Recovery mission number (assigned by HQ AFSVA/SVOM), Recovery Organization, Branch of Service, Date, Believed to Be (BTB) name if available or appropriate (place the BTB information on the tag reverse side). **Exceptions to this policy** will be considered when there are large numbers of small fragmented portions. A master tag should be affixed to the HRP with the info above to include the sequential P-numbers contained inside the HRP (i.e., P1-P300). All fragmented portions will be individually bagged and tagged with the appropriate P-number.

6.15.10. On scene Mortuary Officer/HQ AFSVA/SVOM will provide guidance and request the AIB and/or SIB President to retain either recovered remains on scene, or at a central holding location until S&R is terminated.

**6.16. Termination of S&R.** HQ AFSVA/SVOM and the MAJCOM will be notified telephonically when S&R operations are terminated. Frequently, portions of remains are found adhered to or under aircraft parts. Leave a team leader and at least five S&R team members at the scene to be present during salvage operations should there be subsequent recovery. **NOTE:** Because of the possibility of subsequent recovery when remains are not intact, the mortuary officer must not request disposition instructions prior to termination of aircraft salvage operations without the approval of HQ AFSVA/SVOM. The MAJCOM mortuary affairs supervisor and HQ AFSVA/SVOM will be kept advised of salvage operation status changes by e-mail.

### 6.17. Recovered Personal Property and Effects.

6.17.1. Personal property and effects will not be removed from remains at the mishap site. This will include official cards (line badge, ID card, etc.) and papers, nametags and accoutrements from remains at the mishap site. These items will be left with the remains, to preserve supportive identification evidence.

6.17.2. Personal effects (PE) found loose at the site will be annotated on the site map and placed in plastic bags secured with wire tie shipping tags. The letter "E" will be indicated (denoting personal effects) on each tag followed by the consecutive recovery number E-1, E-2, etc. The items must be safeguarded and delivered to the identification processing facility. S&R personnel will be directly responsible for loose personal effects. They will inventory the PE and annotate DD Form 1076, *Personal Property and Personal Effects Inventory*.

6.17.3. There should not be any attempt to re-associate personal property or accoutrements found loose at the mishap site until the remains are processed and identified. If an item is believed to be associated with remains, note on the reverse side "associated with" R-number or P-number.

**6.18. Handling Recovered Remains.** Since medical and life support clues are time sensitive and fragile, it is imperative that no remains be disturbed after recovery until the Medical Officer conducts the investigation. It is especially important that clothing and equipment remain intact. Usually, the Medical Officer has the medical records at the time of examination and autopsy. The ISB/SIB Medical Officer will supervise the identification process. If positive identification cannot be established, HQ AFSVA/SVOM personnel responding to the mishap will assist the Medical Officer from the agency that has jurisdiction (local coroner, medical examiner or AFME) with identification. The Medical Officer will release the remains to the mortuary officer for processing following completion of all medical actions. **NOTE:** Clothing and equipment removed from remains will not be destroyed without Medical Officer coordination.

6.18.1. Preservation of Remains. The remains must be refrigerated at a temperature of 38 to 40 degrees Fahrenheit or 3.3 to 4.4 degrees Centigrade. If refrigeration equipment is not readily available, pack bagged remains in ice or ice packs in insulated chests or in a transfer case, depending on size of the remains. Ice will not be placed directly on remains.

6.18.2. Facilities for Processing Remains (Temporary Morgue). Ensure that the facility used for identification processing of remains can be secured, has proper ventilation and good lighting, has hot and cold running water, sufficient floor space for simultaneous processing of remains, and loading/unloading areas that can be screened from public view. Aircraft hangar or warehouses are suitable structures. Gymnasiums and other Services facilities used to serve customers should be used as a last resort. Installations will identify facilities to be used as a temporary morgue in their installation mortuary plans.

6.18.3. Forensic Pathology Investigations. Title 10 USC, Sec 1471, Under regulations prescribed by the Secretary of Defense, the Armed Forces Medical Examiner may conduct a forensic pathology investigation to determine the cause or manner of death of a deceased person.

**6.19. Building Searches.** A floor-by-floor and room-by-room search will be accomplished when conducting search and recovery operations in buildings that have been damaged or destroyed by explosions, fire, aircraft, or weather. Building should be determined to be structurally safe before search and recovery team enters it. Numbering system for remains and personal effects should reflect floor and room number (i.e., F1R320X-1 would represent a remains recovered on first floor, room 320.) Search and recovery operations may be under the control of civil authorities (i.e., location is a federal crime scene). In cases where remains are in damaged structures close coordination with the fire department and structural safety representative is essential. If the structure is not sound, remains will be recovered as debris is removed. Advance coordination with your base fire department is needed to ensure the assistance of the Urban Search and Rescue team is available.

**6.20. After Action Comments.** NLT 30 days after completion of S&R operations, the mortuary officer will submit after action comments to HQ AFSVA/SVOM through their MAJCOM. Include the location of the incident, the start and end date of S&R operations, the number of fatalities, lessons learned or limiting factors and recommendations for improvement.

## Chapter 7

### IDENTIFICATION OF REMAINS

#### *Section 7A—General Identification (ID) Policy.*

**7.1. Overview.** It is the policy of the Air Force to individually segregate and identify remains of all deceased personnel to the fullest extent possible and to use all available means and scientific resources to accomplish this. No information concerning identification will be released until final conclusions are established on all remains.

**7.2. The ID Process When Remains Are Recognizable.** If the remains are recognizable, presumptive identification will be established using DD Form 565, *Statement of Recognition of Deceased*. Identification based on circumstantial evidence, such as wallet contents or car registration is not acceptable. Remains will not be classified as unidentifiable or unknown until an Air Force mortuary specialist has made a complete review of the case and processed the remains.

**7.3. The ID Process When Remains Are Not Recognizable.** If remains are not recognizable, scientific means must be used to establish a positive ID. Scientific identification may include the use of dental, finger or footprint, deoxyribonucleic acid (DNA), or other scientific means as directed by AFME or the agency with local jurisdiction. If local ID support is not available, the mortuary officer should contact HQ AFSVA/SVOM, for ID assistance. The mortuary officer will not brief the PADD on mortuary entitlements until the remains have been positively identified. In the interim, the PADD should be kept informed daily on the status of identification.

7.3.1. Remains will be officially designated as individually identified when it is concluded, with medical certainty using all identification media available, that the identification findings are in scientific agreement with an individual by name.

7.3.2. Remains will be officially designated as unidentified when it is concluded the scientific identification process does not associate those remains with any individual by name. Remains will be placed under refrigeration pending arrival of an Air Force mortuary specialist.

**NOTE:** No remains are officially designated as unidentified or unknown until an Air Force mortuary specialist makes a complete review of the case.

7.3.3. Multiple, commingled remains that cannot be identified will not be apportioned to the known number of individuals who die in a common accident for release to the PADD. Remains will not be classified as unidentifiable or unknown until an Air Force mortuary specialist has made a complete review of the case and processed the remains. Remains that cannot be individually identified will be interred as a group.

7.3.4. When remains of United States (US) armed forces personnel and remains of foreign personnel are involved in the same accident outside CONUS and identification cannot be promptly established, HQ AFSVA/SVOM will be contacted for identification assistance.

**7.4. ID Documentation Requirements.** Identification conclusions will be documented on:

- 7.4.1. AF Form 697, *Identification Findings and Conclusions*
- 7.4.2. AF Form 1801, *Postmortem Dental Record*
- 7.4.3. AF Form 1802, *Ante Mortem Dental Record*
- 7.4.4. AF Form 1803, *Dental Identification Summary Report.*

**7.5. ID Process for Mass Fatalities.** In the event of a mass fatality (defined as five or more American fatalities involved in a common incident):

7.5.1. In CONUS. For all mass fatalities in CONUS, the Medical Officer from the responding installation will notify AFIP/OAFME. The location to perform the identification and pathological examinations will be determined jointly by HQ AFSVA/SVOM, AFIP/OAFME, and the applicable MAJCOM/A1S.

7.5.2. OCONUS. Once S&R operations have been terminated, remains will be moved promptly to the Dover AFB Port Mortuary facility for identification and pathological examinations. Remains must not be moved before termination of S&R occurs. The OAFME medical examiner must be notified to examine the bodies. When remains are being shipped to Dover, they will be placed in a transfer case with sufficient wet ice or chemical gel packs to retard decomposition during transit. HQ AFSVA/SVOM and the applicable MAJCOM will be notified of shipment, using the movement of remains message format at **Table 3.3**. Applicable records listed in **Table 7.1** and all other documents generated in the processing of the remains will be shipped with the remains.

**Section 7B—Identification Roles and Responsibilities.**

**7.6. HQ AFSVA/SVOM.** Will:

- 7.6.1. Assist with identification at all aircraft accidents, and other mass fatalities, unless deemed otherwise by the MAJCOM and/or HQ USAF/A1S. When it is a non-incident death, identification assistance is immediately available upon request, 24-hours-a-day, to all installations by calling 1-800-531-5803.
- 7.6.2. Provide technical assistance with identification. (When on an installation, mortuary affairs personnel will report directly to the Incident Commander).
- 7.6.3. Assume the role of approving officer, when remains are returned to the CONUS from OCONUS.
- 7.6.4. Ensure medical and dental records for CONUS personnel who die in an aircraft mishap overseas are collected and forwarded to appropriate facility where autopsy/identification will be performed.
- 7.6.5. Respond to any questions pertaining to the completion of identification forms and provide assistance with completion of the forms.
- 7.6.6. Contact the PADD and arrange a date and time to visit with them to explain how the identification was established.
- 7.6.7. Ensure the examining official processes remains for identification.

**7.7. The Mortuary Officer.** Will:

- 7.7.1. Ensure the local examining official processes remains for individual identification when AFSVA/SVOM is not required to respond (paragraph **7.6.1**).
- 7.7.2. Request identification assistance from HQ AFSVA/SVOM when identification cannot be established.
- 7.7.3. **(For aircraft mishaps)** Provide ISB/SIB Medical Officer with a sufficient quantity of AF Forms 697, 1801, 1802, 1803, a copy of this chapter of AFI 34-242 and **Attachment 2, Instructions for Completing AF Form 697** once the recovered remains are transported to the predetermined examination facility.
- 7.7.4. Ensure the required documentation is complete (AF Form 697, AF Form 1801, AF Form 1802, and AF Form 1803). Air Force Mortuary personnel can assist the examining official in completing the required documents.
- 7.7.5. Obtain necessary records from the deceased person's organization or installation for deaths that do not require investigation as the result of an aircraft mishap. (AFI 91-204).
- 7.7.6. Notify HQ AFSVA/SVOM Affairs, if the PADD requests a second opinion regarding identification. The PADD should then be advised, either in person or by next day delivery letter, as applicable, that the Air Force will accommodate their request.

**7.8. The SIB Medical Officer (Aircraft Mishaps).** For mishaps investigated (AFI 91-204), the SIB Medical Officer will:

- 7.8.1. Notify AFIP/OAFME.
- 7.8.2. Verify positive, individual identities are established by scientific means and properly document findings for US Air Force mishaps in and outside the CONUS (AFI 91-204).
- 7.8.3. Collect and safeguard records for mishaps.
- 7.8.4. Furnish the mortuary officer sufficient medical and photographic evidence to support identification.
- 7.8.5. Give the mortuary officer the completed and signed DA Form 4137, *Evidence/Property Custody Document* (AF Forms 697, 1801, 1802 and 1803), copies of health and dental records and other supporting documents such as prints, x-rays and photographs supporting the identifications, upon release of remains.

**7.9. Examining Official.** Local coroner, medical examiner or AFME (AFIP/OAFME for all mishaps) will serve as the examining official and will examine and process the remains for identification.

*Section 7C—The Identification Process.*

**7.10. Obtaining Records for Identification.** For mishaps requiring investigation (IAW 91-204), records will be collected by and are available from the Safety Investigation Board. When deaths do not require investigation by the Safety Investigation Board, the mortuary officer at the installation responsible for recovery of the remains will:

7.10.1. **(CONUS)** Obtain necessary records from the deceased person’s organization or installation. (**Table 7.1** for the list of records).

7.10.2. **(OCONUS)** Obtain necessary records from the deceased person’s organization or installation for deaths that do not require investigation (AFI 91-204), if the installation is in the same overseas geographical location where the remains are located. The records should be sent with the remains to Dover AFB Port Mortuary facility for identification examination. If the decedent’s organization or installation of assignment is in the CONUS and records cannot be readily obtained, advise the Dover Port Mortuary, HQ AFSVA/SVOM, and the owning MAJCOM by e-mail when notifying of shipment of the unidentified remains. HQ AFSVA/SVOM will take the necessary action to obtain the records. Ship applicable records listed in **Table 7.1** and all other documents generated in the processing of remains with the remains. Records must be shipped via Federal Express or other overnight service to expedite delivery and ensure tracking capability.

**Table 7.1. Identification Records.**

Form #	Title
	Passenger Manifest
AF Form 137	Footprint Record (Aircrew only)
	Common Access Card (Military or Civilian)
DD Form 4	Enlistment/Reenlistment Document—Armed Forces of the U.S.
DD Form 175	Military Flight Plan, or other equivalent form
DD Form 1833	Isolated Personnel Report (ISOPREP), also commonly referred to as a Combat Search and Rescue (SAR) card
SF Form 88	Report of Medical Examination
SF Form 93	Report of Medical History
SF Form 502	Medical Record—Narrative Summary (Clinical Resume)
SF Form 513	Medical Record—Consultation Sheet

SF Form 601	Health Record—Immunization Record
SF Form 603	Health Record—Dental
OAFME Form 40-31a	Consultation Report on Contributor Materials (DNA)
	Health and Dental X-rays

### 7.11. Handling Personal Property and Effects.

7.11.1. The medical examiner will ensure Air Force-issued ID tags on the remains at time of death stay on or with the remains.

7.11.2. Once the medical examination is complete, the mortuary officer will process the clothing, accoutrements, and personal effects (AFI 34-244). If the remains are wrapped, leave one ID tag on the remains and pin the second ID tag to the blanket. Complete DA Form 4137.

### 7.12. Findings and Conclusions.

7.12.1. Mortuary officer or HQ AFSVA/SVOM will document all findings and conclusions. Annotate AF Form 697 with all identification criteria (DNA specimens, physical descriptions, physical-anthropological characteristics, blood groups, foot and fingerprints, dental characteristics, and accoutrements) compared or evaluated with records of each deceased person processed ([Attachment 2](#) refers for instructions on completing the form).

7.12.2. Medical examiner will officially declare remains individually identified when it is concluded, with medical certainty using all identification media available, that the identification findings are in scientific agreement with an individual by name.

7.12.3. Medical examiner will officially designate remains as unidentified when it is concluded the identification does not compare scientifically with any individual by name.

7.12.4. Dental officer will prepare AF Forms 1801, 1802, and 1803. If accomplished at Dover Port Mortuary, the dental officer will prepare AFIP Form 93N. **NOTE:** Refer to AFI 47-101, *Managing Air Force Dental Services* attachment 13 for instructions on completing AF Form 1803.

7.12.5. Mortuary officer will sign and send the forms to the installation commander responsible for recovery of remains for his/her approval and signature.

**7.13. If the PADD Has Concerns/Doubts About the Identification.** When the PADD and other relatives have concerns or doubts about identification or need explanations and demonstrations on how identifications were established, the mortuary officer should immediately notify HQ AFSVA/SVOM, DSN 487-5806, or COMM 210-652-5806 during duty hours, or 1-800-531-5803 during non-duty hours. Mortuary officer will transmit by next-day or second-day delivery, DA Form 4137, AF Forms 697, 1801, 1802 and 1803 with all supporting documents, supporting health records, x-rays, prints and photos to HQ AFSVA/SVOM. An Air Force mortuary specialist will contact the PADD and arrange a date and time to visit with them to explain how the identification was established. **NOTE:** If remains were not processed locally, HQ AFSVA/SVOM will obtain the appropriate records from OAFME.

**7.14. PADD's Right to Second Opinion Regarding Identification.** The PADD has the right to engage, at their expense, a private, professional forensic specialist to examine the remains following positive individual identifications established by the Air Force. The PADD may obtain a second opinion for remains of Air Force personnel (active duty, family members, civilian employees and their family members and certain other eligible persons). If the PADD wishes to exercise this right, they should advise the mortuary officer.

7.14.1. Mortuary officer will notify HQ AFSVA/SVOM of the request for a second opinion. Mortuary officer will advise the PADD, either in person or by next day delivery letter, as applicable, that the Air Force will accommodate their request.

7.14.2. HQ AFSVA/SVOM will select a funeral home located in the vicinity where the remains will be examined to receive the remains and maintain custody of the remains for the Air Force. The funeral home will deliver remains to the examination facility specified by the PADD, attend examination and return the remains to the funeral home to await further instructions from HQ AFSVA/SVOM Affairs. HQ AFSVA/SVOM will pay the charges for services, transportation and hand-carry the identification documents to the examination site.

7.14.3. After the remains arrive at the designated examination facility, the PADD will arrange for the private forensic specialist to examine the remains.

7.14.4. If the PADD accepts the identification, the mortuary officer will obtain disposition instructions and follow the usual procedures for carrying out disposition. If the remains are to be moved to another location, the mortuary officer will arrange for the delivery of the remains to the airport and further movement to the specified destination at Air Force expense.

7.14.5. If the PADD does not accept the identification, the mortuary officer will obtain a written rejection statement by next day delivery. The PADD will be advised that an Air Force mortuary specialist will examine the remains to verify that they are the same remains shipped by the Air Force.

7.14.5.1. After verifying the remains are the same; the Air Force will retain custody of the remains and inter them in a designated location directed by HQ AFSVA/SVOM Affairs.

7.14.5.2. The remains will be interred in the name of the person identified by the Air Force with full military honors and a chaplain of decedent's denomination following normal procedures.

7.14.6. If the second opinion confirms the initial identification and the secondary PADD (immediately next in line by priority in paragraph [1.12](#)) accepts the identification of remains but the primary does not, the Air Force will recognize the secondary PADD as the primary PADD. He or she will be afforded all rights and benefits in directing disposition of the remains.

## Chapter 8

### INSTALLATION HONOR GUARD PROGRAM AND CONDUCT OF MILITARY FUNERAL HONORS

#### *Section 8A—General Honor Guard Policy.*

**8.1. Military Funeral Honors (MFH) Mission. The Honor Guard is an installation commander program administered by the Honor Guard Management Office.** Providing military funeral honors is the primary mission of the base honor guard program. The Air Force will ensure that, upon request, a funeral honors detail is provided for all eligible members. Base honor guards will support protocol and ceremonial functions for military and civilians, time and resources permitting. The military funeral honors mission takes precedence over ceremonial functions. The wishes of the family regarding the honors elements that are provided are paramount.

8.1.1. **(Added-MOUNTAINHOME AFB)** Funerals are mandatory events. Prioritize all other HG participation as follows:

8.1.1.1. **(Added-MOUNTAINHOME AFB)** Wing changes of command or an event which participation is directed by 366 FW/CC (Commander).

8.1.1.2. **(Added-MOUNTAINHOME AFB)** Group changes/assumptions of command.

8.1.1.3. **(Added-MOUNTAINHOME AFB)** Squadron changes/assumptions of command.

8.1.1.4. **(Added-MOUNTAINHOME AFB)** Retirements.

8.1.1.5. **(Added-MOUNTAINHOME AFB)** Wing annual/quarterly events.

8.1.1.6. **(Added-MOUNTAINHOME AFB)** Group annual/quarterly events.

8.1.1.7. **(Added-MOUNTAINHOME AFB)** First Term Airmen's Center, Airman Leadership School), and similar briefing forums.

8.1.1.8. **(Added-MOUNTAINHOME AFB)** Community activities approved by 366 FW/PA (Public Affairs).

8.1.1.9. **(Added-MOUNTAINHOME AFB)** Military wedding. In order for the HG to perform the saber cordon, the bride or groom must be in military uniform.

8.1.2. **(Added-MOUNTAINHOME AFB)** HG will not post and retire the colors at Heritage Park with the exception of wing and group changes of command. Colors are already present for other ceremonies.

8.1.3. **(Added-MOUNTAINHOME AFB)** For events held during the summer months, it is highly recommended the events take place in the morning hours. A water station should be set up for participating HG members.

**8.2. MFH Entitlement.** The Air Force will provide funeral honors and a flyover (if the member is eligible) at the place of final disposition, or at a memorial service. Funeral honors **will not** be provided more than once. The Honor Guard OIC or NCOIC, if performing MFH at a memorial service, must ensure no other honors are going to be provided elsewhere. Eligible personnel are

only entitled to MFH once. Honor Guard OICs must ensure that honors are always furnished to all that are eligible. Refer to **Section 8C, Eligibility and Entitlements**.

**8.3. Composition of the Funeral Honors Detail Required by Law.** The statutory law stipulates that MFH will consist of two or more persons; this is also cited in DODI 1300.15, *Military Funeral Support*. At least two members of the funeral honors detail will be members of the armed services (other than members in a retired status) at least one of whom shall be a member of the armed force of which the decedent was a member. The remainder of the detail may consist of members of the armed forces or members of Veteran's Service Organizations (VSOs). Military members shall wear their Ceremonial uniform while serving in the detail.

**8.4. MFH Ceremonial Requirements.** By statutory law, a MFH detail shall, at a minimum, include the folding and presentation of the American flag to the decedent's family and the playing of Taps. Every effort will be made to provide Taps via a professional bugler. If a professional bugler is not available, Taps may be provided using the ceremonial bugle, with permission of the family. If neither capability exists (professional musician or the ceremonial bugle), a high quality recorded version of Taps may be played, if the family has been advised. The detail will provide the audio equipment if not otherwise available for use at the cemetery. It is the Air Force's policy to provide additional honors elements to certain categories of personnel, as specified in **Section 8C, Eligibility and Entitlements**. Deviation from the standard honors detail sizes will only be authorized when it is deemed to be mission essential. Providing the minimum funeral honors detail for active duty personnel is not authorized unless the member died under circumstances cited in paragraph **8.8, Authorized Reduction of Funeral Honors**.

8.4.1. **(Added-MOUNTAINHOME AFB)** Flag Presenters. HG members or volunteer personnel will act as Flag Presenters. Volunteer flag presenters should contact the HG/NCOIC for training prior to the event, and they are not required to perform in any other HG capacity.

8.4.2. **(Added-MOUNTAINHOME AFB)** Volunteer personnel will wear the service dress uniform and meet dress, appearance and weight standards IAW AFI 36-2903.

**8.5. Waiver of Funeral Honors.** The requirement to provide honors may be waived by the Secretary of Defense (this can be delegated to the Secretary of the Air Force) if they consider it necessary due to requirements of war, national emergency or a contingency operation or other military requirements. No other person or office may waive this requirement.

**8.6. Unsupported Funeral Honors Requests.** If an Air Force base honor guard cannot support a detail, they should contact other agencies for support. They should be contacted in the following order: Local Air National Guard or Air Force Reserve Units, other Air Force local base honor guards, other DOD Services who can perform MFH (i.e., Army, Navy, Marine Corps) and their MAJCOM/A1S office to ensure the requested is supported. An AF Form 1946, *Honor Guard Checklist* must be completed indicating the circumstances and justification for the inability to support the request and submitted to MAJCOM/A1S and HQ AFSVA/SVOM within five workdays. This information must also be recorded in the Funeral Honors Data Base (FHDB), [https://www.dmdc.osd.mil/fhdb/owa/fhdb\\_main.login](https://www.dmdc.osd.mil/fhdb/owa/fhdb_main.login), within 30 days.

**8.7. Denial of Military Funeral Honors.** Military funeral honors support of any kind shall be withheld for any of the following, Reference (k):

8.7.1. A person who has been convicted of a Federal capital crime and whose conviction is final (other than a person whose sentence was commuted by the President).

8.7.2. A person who has been convicted of a State capital crime and whose conviction is final (other than a person whose sentence was commuted by a Governor of a state).

8.7.3. A person who is found to have committed a Federal capital crime or a State capital crime, but has not been convicted of such crime by reason of such person not being available for trial due to death or flight to avoid prosecution.

8.7.4. A person who is a veteran, or who died while on active duty or as a member of a Reserve component, when the circumstances surrounding the person's death are such that to provide honors at the funeral or burial of the person would bring discredit upon the person's Service (or former Service). If the AF denies military funeral honors based on this provision, the following actions are required:

8.7.4.1. The decision to deny funeral honors rests with the Secretary of the Military Department concerned or their designee responsible for funeral honors within each Military Service at the flag rank or Senior Executive Service level.

8.7.4.2. The requesting family member of the deceased veteran or deceased active duty member will be provided a written explanation detailing the decision to deny honors.

8.7.4.3. A copy of the funeral honors denial letter issued by the Military Service will be forwarded to the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R), Attention: Military Funeral Honors).

**8.8. Annual Report to Congress.** Each calendar year, the Air Force along with the other Services, must submit funeral honors data for inclusion in an annual report to Congress prescribed by law. For the Air Force to meet this requirement, it is imperative that each base honor guard team provides HQ USAF/AISO data on the number and cost of MFH supported for their installation, in a timely manner. During the year this information must be entered into Funeral Honors Database (FHDB) no later than 30 days from the date of the detail. Timely entry provides higher headquarters with information they need to respond to high level inquiries on funeral honors. It must be entered into the system no later than 15 days after the end of the calendar year, so HQ USAF/AISO can meet their suspense date for the Air Force's submission to the Congressional report.

**8.9. Responding to Funeral Honors Requests.**

8.9.1. Areas of Responsibility (AORs). Each installation will be responsible for providing requested MFH support within the base's AOR, identified at: <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>.

8.9.2. Communicating With Funeral Director in their AOR (Program Outreach). Honor guard personnel should educate funeral directors in their AOR of the MFH request process. Funeral directors must be made aware that:

8.9.2.1. They should contact the base directly or use the toll free number at 1-877-MIL-HONR/1-877-645-4667 to request honors. Families should not call the bases directly.

8.9.2.2. Requests should typically be made as soon as possible, to prepare for the detail, with a minimum lead-time of 48 hours. A base honor guard unit will make every effort to prevent non-support of the request.

8.9.2.3. There is a MFH website located at <http://www.militaryfuneralhonors.osd.mil> for their use as well as the source for the most recent MFH Directory.

8.9.3. Funeral Honors Request Outside the AOR. If the burial place is not within an installation's AOR, the mortuary officer is responsible for arranging disposition and will call the mortuary officer at the installation providing honors and notify them of the requirement. The phone call will be followed-up with a Defense Messaging System, (DMS) tasking message or delivery-confirmed e-mail. When a military member dies overseas and the remains are returned to CONUS for burial, HQ AFSVA/SVOM will notify the responsible installation of the requirement to provide honors.

8.9.4. Funeral Honors Requests Overseas. Even though US law does not govern overseas locations outside the US and its territories, AF honor guard units overseas should attempt to respond to all requests for honors that do not impact the mission.

8.9.5. Communications Capabilities. Bases must be set up to receive funeral honors requests 24 hours a day, seven days a week. Funeral directors must be contacted as soon as possible, but not more than eight hours after the request came in. Bases are highly encouraged to have an individual answer the phone, especially after duty hours, instead of having the calls go into voicemail. An on-call Honor Guard representative letter should be filed with the base command post. This will prevent loss of time to adequately schedule, task and prepare the team especially for short notice requests.

### ***Section 8B—Funeral Honors Roles and Responsibilities.***

#### **8.10. HQ USAF/A1S. Will:**

8.10.1. Establish policy for the conduct of the base honor guard program.

8.10.2. Monitor the upward reporting requirement.

8.10.3. Submit Air Force military funeral honors data to OSD for inclusion in the annual report to Congress.

8.10.4. Maintain the AF's FHDB program.

8.10.5. Serve as the focal point for the CMSAF Annual Honor Guard Awards Program.

8.10.6. Co-host worldwide base honor guard symposiums with the USAF Honor Guard and participate in the planning and preparation for the event.

8.10.7. Oversee and approve changes to base level honor guard AOR.

#### **8.11. HQ AFSVA/CCR. Will:**

8.11.1. Manage the Military Personnel Appropriation (MPA) Man-Day Program for ARC MFH augmentation.

8.11.2. Determine and budget for the annual MPA man-day requirement based on MAJCOM/AISO, MAJCOM Honor Guard Program Manager, and State Program Manager inputs, and submits annual report to HQ USAF/AISO.

8.11.3. Allocate man-days to ARC units based upon active duty and State honor guard requests after MAJCOM validation, with info copy to the respective MAJCOM and ARC headquarters.

8.11.4. Maintain man-day utilization and accountability report through the Command Man-Day Allocation System (CMAS).

8.11.5. Approve all MOUs and support agreements between active unit and ARC units for MFH augmentation.

8.11.6. Identify, schedule, and fund Staff Assistance Visits (SAVs).

8.11.7. Process authorization for MPA orders for IMAs performing funeral honors duties.

8.11.8. Request MPA man-day waivers for volunteers performing funeral honors duty required beyond waiver limits because there are insufficient personnel to replace them.

8.11.9. Maintain and request all Honor Guard Base Operating Support (BOS) information from MAJCOM/AISO offices. Will submit Base Operating Support (BOS) information data reports to HQ USAF/AISO as requested.

8.11.10. Work with the ARC to initiate the funding for Active Guard Reserve (AGR) positions.

8.11.11. Initiate Joint Service Honor Guard MOUs for base honor guards whose mission will increase due to the opening of national cemeteries, realignment of AOR jurisdiction, or other such actions.

**8.12. HQ AFSVA/SVOM.** Will support HQ USAF/A1S by collecting and responding to MFH related inquiries from funeral directors, next of kin, and the public.

**8.13. The MAJCOM/A1S Will:**

8.13.1. Provide oversight for honor guard programs at the bases within their command.

8.13.2. Provide funding guidance and assistance for base honor guards.

8.13.3. Identify requirements and provide funding to the USAF Honor Guard for regional workshops, seminars and Staff Assistance Visits (SAVs).

8.13.4. Approve base requests to use ARC augmentation for MFH.

8.13.5. Identify base-level, full-time honor guard manpower requirements (SDI 8G000) and advocate funding in the MAJCOM POM.

8.13.6. Request manpower support from appropriate ARC headquarters (AFRC/SVP, ANG/SVX).

8.13.7. Identify MAJCOM MPA funding requirements to HQ AFSVA/CCR for ARC funeral honors augmentation.

8.13.8. Identify the responsible base level office to enter data into the Internet based Military Funeral Honors Data Base (FHDB) collection system.

8.13.9. Ensure the bases within their command enter data into FHDB NLT 30 days after the execution of funeral honors and NLT January 15 for the previous calendar year closeout.

8.13.10. Provide summary of AF Form 1946 to HQ USAF/A1SO and USAF Honor Guard, upon request.

8.13.11. Forecast ammunition requirements in the installation's five-year forecast (AFI 21-201, *Conventional Munitions Maintenance Management*, and AFCAT 21-209 V1, *Ground Munitions*).

8.13.12. Ensure all base honor guard units calibrate their M-14 rifles on an annual basis.

8.13.13. Submit Honor Guard BOS data to HQ USAF/A1SO when needed.

**8.14. HQ AFRC/SV. Will:**

8.14.1. Establish policy for use of AFRC personnel for military honors.

8.14.2. Approve MOUs for base level Reserve honor guard augmentation. (Refer to <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12> for the MOU format.)

8.14.3. Identify base-level full-time honor guard manpower requirements (AGR) and advocate funding in the AFRC POM.

**8.15. ANG/SVX. Will:**

8.15.1. Establish policy for use of ANG personnel for military honors.

8.15.2. Approve MOUs for base level ANG honor guard augmentation. For guidance on content, refer to <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>.

8.15.3. Ensure ANG units performing MFH report in FHDB unless they're augmenting the active unit. When a Guard unit provides augmentees, the active unit will enter the data into FHDB.

8.15.4. Identify base-level full-time honor guard manpower requirements (AGR) and advocate funding in the ANG POM.

**8.16. The 11th Wing Commander (Bolling AFB, Washington DC). Will:**

8.16.1. Be responsible for the USAF Honor Guard Program.

8.16.2. Delegate authority through the 11th Operations Group Commander to the USAF HG/OIC for the USAF Honor Guard to serve as Office of Primary Responsibility (OPR) for the ceremonial procedures and wear of the uniform and training, for base honor guards.

**8.17. The USAF Honor Guard. Will:**

8.17.1. Establish standardized uniform wear, ceremonies, equipment, and training programs.

8.17.2. Coordinate all uniform issues concerning base honor guards through 11th Wing/CC, HQ USAF/A1SO, AFPC/DPPU, and AFPC/DPSTS, and submit requests through the annual uniform board.

8.17.3. Conduct regional SAVs when requested by MAJCOMs and bases. The requesting MAJCOM or base will fund the SAVs.

8.17.4. Provide each MAJCOM and base-level honor guard with projected training schedules for units/bases to use in budgeting training requirements.

8.17.5. Provide procedural guidelines for base honor guard teams, entitled *USAF Protocol, Honors and Ceremonies*, available on their website at <http://www.bolling.af.mil> and will ensure the guidance provided is current.

8.17.6. Ensure training programs, uniform issues and proposed changes to military funeral honor policies and procedures are coordinated through 11th WG/CC to HQ USAF/A1S. Provide coordinated changes to each MAJCOM/SV and base honor guard. The training manual will be updated, at a minimum, on a biannual basis.

8.17.7. Provide a current list of available training aides to each MAJCOM/A1S and base level honor guards and update each MAJCOM/A1S, as new training aides become available.

8.17.8. Maintain electronic mail (e-mail) addresses of all MAJCOM/SV honor guard points of contact.

8.17.9. Co-host worldwide base honor guard symposiums with HQ USAF/A1S and participate in the planning and preparation for the event.

8.17.10. Act as OPR for all HQ Air Force Level funeral support. This will include current and former Secretaries of the Air Force, Chief of Staffs and Chief Master Sergeants of the Air Force. All funeral support will be coordinated through 11 OG/CCX.

8.17.11. Maintain the following website: <http://www.honorguard.af.mil>

#### **8.18. The Installation Commander. Will:**

8.18.1. Maintain overall responsibility for the base honor guard program.

8.18.1.1. **(Added-MOUNTAINHOME AFB)** Units are tasked by 366 FW/CC to recruit and select high quality Airmen.

8.18.2. Ensure military funeral honors are furnished to all eligible decedents.

8.18.3. Provide adequate funding and resources to meet the operational requirements of the base honor guard program. This includes, but is not limited to, providing each honor guard member with a complete installation honor guard ceremonial uniform as outlined in AFI 36-2903 Table 3.2.

8.18.4. Provide storage, training and administrative space for the base honor guard team.

8.18.5. Determine the size of the honor guard team required for their installation, taking into consideration where the installation is located, the population and the projected workload.

8.18.5.1. **(Added-MOUNTAINHOME AFB)** Minimum manning level for HG is 45 personnel in three flights (refer to **Attachment 6 (Added)**, *Chain of Command/Flight Rotation Schedule*).

8.18.5.2. **(Added-MOUNTAINHOME AFB)** Groups are tasked by 366 FW/CC to provide a fair share, determined by the total manpower ranging from E-1 through E-5 Airmen assigned to 366 FW and tenant units. This data is computed from the Wing Manpower Strength Report. 366 FW/CC reserves the right to adjust the authorization quotas as necessary.

8.18.5.3. (Added-MOUNTAINHOME AFB) Review and reallocate fair share allocations in October of each year, if necessary, based on numbers from the Military Personnel Section (MPS).

8.18.5.4. (Added-MOUNTAINHOME AFB) Suspend manning requirements to the groups in October for the upcoming calendar year and resuspended at the beginning of each quarter as needed.

8.18.6. Request subordinate and tenant unit manpower support. If there are insufficient active duty volunteers, request MAJCOM/AIS approval for ARC augmentation and/or establish an organizational quota system and engage with authorized providers (Refer to <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>).

8.18.7. Establish MOUs between host base honor guard and ARC organizations using the MOU format on the AF Services Agency website for ANG and AFRC bases.

8.18.8. Appoint an Honor Guard/OIC.

8.18.9. Provide special recognition programs to include all who participate in honor guard activities.

8.18.10. Integrate authorized full-time/AGR positions into the base honor guard program.

8.18.11. Provide funding for the HG NCOIC to attend the appropriate program management training course conducted by the Air Force Honor Guard within three to six (3-6) months of appointment to the position.

8.18.12. (Added-MOUNTAINHOME AFB) Delegates day-to-day operation and responsibilities of the HG to 366 FSS/CC. HG commander (HGC) is 366 FSS/CC.

**8.19. AFRC/ANG Wing/Group CC (unit providing augmentation). Will:**

8.19.1. Coordinate on MOU(s) with active duty host for military funeral honors support.

8.19.2. Appoint a full-time OPR to handle respective Reserve/Guard honor guard participation.

8.19.3. Use MPA man-days for ARC funeral honor support as the preferred method of payment.

8.19.4. Ensure volunteers do not exceed the MPA man-day limitations without proper waiver authority. **NOTE:** Requests to exceed MPA man-day waiver limits should be sent to AFSVA/CCR.

8.19.5. Educate civilian employers on the Air Force honor guard program and the possible need for short-notice response and availability of ARC members who participate in funeral honors details.

8.19.6. Provide special recognition programs for honor guard members if they are not part of an active duty team.

8.19.7. Provide funding for uniform purchase, cleaning and alterations.

8.19.8. Help to support base level full-time honor guard manpower requirements (AGR) and advocate funding in the AFRC/ANG POM.

**8.20. Honor Guard Management Office** Will be collocated with the Wing Protocol Office:

- 8.20.1. Manage honor guard program for the installation commander.
- 8.20.2. Request MPA man-day support for ARC augmentation and route requests through the MAJCOM/A1S to HQ AFSVA/CCR with info copy to the applicable ARC headquarters.
- 8.20.3. Ensure data is entered into FHDB IAW policy set forth in this instruction.
- 8.20.4. Identify and submit annual base level full-time honor guard manpower requirements (8G) and advocate funding in the MAJCOM POM.
- 8.20.5. Work with the HG/OIC to ensure operability of the base honor guard.

**8.21. Honor Guard/OIC.** The HG/OIC is in charge of the overall performance and the discipline, appearance and competence of honor guard members. The HG/OIC will select the honor guard NCOIC.

- 8.21.1. Prepare annual budget requirements for the base honor guard, ARC augmentation and authorized provider expenses.
- 8.21.2. Ensure honor guard members, ARC augmentees and Authorized Providers are trained and properly equipped to perform military honors.
- 8.21.3. Approve and maintain a list of performance ready (trained, uniformed, equipped) honor guard members to include ARC augmentees and other Authorized Providers. Coordinate list with ARC unit and/or Base Individual Mobilization Augmentees Administrator (BIMAA) manager monthly if IMAs are used.
- 8.21.4. Serve as the liaison between base activities and the honor guard for requesting ceremonial support.
  - 8.21.4.1. (Added-MOUNTAINHOME AFB) Practices for wing and group level changes of command and other wing-level events as determined by HGC are mandatory for all members assigned to the details. HGC will send only one representative to practice sessions for all other events.
- 8.21.5. Ensure data is recorded on AF Form 1946, FHDB and/or MORT as prescribed in this chapter.
- 8.21.6. Ensure the military funeral honors request telephone number is kept current in FHDB.
- 8.21.7. Provide the means to take funeral honors requests 24 hours a day, 7 days a week and respond to all requests for funerals not more than eight (8) hours after the call came in.
- 8.21.8. Implement the Authorized Provider Partnership Program (AP<sup>3</sup>).
- 8.21.9. Maintain and request all Honor Guard Base Operating Support (BOS) information from MAJCOM offices. Will submit Base Operating Support (BOS) information data reports to HQ USAF/A1SO as requested.
- 8.21.10. Work with the ARC to initiate the funding for Active Guard Reserve (AGR) positions.
- 8.21.11. Initiate Joint Service Honor Guard MOUs for base honor guards whose mission will increase due to the opening of national cemeteries, realignment of AOR jurisdiction, or other such actions.

8.21.12. Work with base leadership to discipline and/or recognize honor guard members.

8.21.12.1. **(Added-MOUNTAINHOME AFB)** Conduct an annual ceremony to recognize the contributions of HG members.

8.21.12.2. **(Added-MOUNTAINHOME AFB)** 366 FW/CC should recognize new members whenever possible. Other opportunities for recognition include: presenting commitment to service awards; observing a demonstration by the HG team, performed for supervisors and commanders; and taking an annual photograph with all the HG members.

8.21.12.3. **(Added-MOUNTAINHOME AFB)** An HG member will be recognized quarterly for outstanding performance and professionalism. HG members will nominate the HG member they feel has gone above and beyond during the quarter. HG/NCOIC will tabulate all the votes. HGC will review the top four nominees participation/contributions to the HG program and select a winner. The winner will be recognized at the Wing Quarterly Awards Ceremony.

8.21.12.4. **(Added-MOUNTAINHOME AFB)** The wing will recognize a member annually as the HG Member of the Year. The HGC will review the records, participation, and contributions of all HG members and select four nominees to present to the 366 FW/CCC and 366 FW/CC for selection of the annual award winner. The annual award nominees and winner will be recognized at the Wing's Annual Award Ceremony.

8.21.12.5. **(Added-MOUNTAINHOME AFB)** Incentives for HG members will vary at times. The HG/OIC and HG/NCOIC will implement this program to help recruit and retain HG members (refer to **Attachment 7 (Added)**, *Incentive Program*). In accordance with the policy letter from HQ ACC/CV (**Attachment 8 (Added)**, *Sample Decoration Policy*), individuals who meet the 1-year requirement will be considered for the Air Force Achievement Medal, the Military Outstanding Volunteer Service Medal, or the Air Force Commendation Medal.

8.21.12.6. **(Added-MOUNTAINHOME AFB)** Disciplinary Action:

8.21.12.6.1. **(Added-MOUNTAINHOME AFB)** The lightest form of disciplinary action is verbal counseling. In increasing order of severity, the other administrative disciplinary actions are letters of counseling, letters of admonishment, letters of reprimand, and nonjudicial punishment. The lightest forms of disciplinary actions should be used for minor infractions. For example, a letter of counseling (LOC) can be written by the HG NCOIC to document a minor infraction of an HG member.

8.21.12.6.2. **(Added-MOUNTAINHOME AFB)** The HG OIC can initiate more severe administrative disciplinary action if the lesser forms of disciplinary action are unsuccessful.

8.21.12.6.3. **(Added-MOUNTAINHOME AFB)** Disciplinary actions may be imposed for any misconduct, including but not limited to, the following:

8.21.12.6.3.1. **(Added-MOUNTAINHOME AFB)** Absence from assigned details.

8.21.12.6.3.2. **(Added-MOUNTAINHOME AFB)** Missing or late for duty during On-Duty week.

8.21.12.6.3.3. **(Added-MOUNTAINHOME AFB)** Refusing to keep HG van clean.

8.21.12.6.3.4. **(Added-MOUNTAINHOME AFB)** Being disrespectful to HG leadership or fellow HG members.

8.21.12.6.3.5. **(Added-MOUNTAINHOME AFB)** Refusing to actively participate in HG details.

8.21.12.6.3.6. **(Added-MOUNTAINHOME AFB)** Failure to turn in weapons and ammunition after completion of a detail.

8.21.13. Remove any member who does not meet performance or appearance standards.

8.21.13. **(MOUNTAINHOME AFB)** After several unsuccessful documented attempts to discipline an HG member, HG OIC will present all the information to the HGC, who will pass the information to the HG member's squadron commander. HGC will have the discretion to request a replacement from the HG member's squadron or group.

8.21.14. Ensure that honor guard weapons are inspected annually and certified for weapon safety and usability.

8.21.15. Forecast all ammunition requirements for the base honor guard and ensures that results are submitted as requested.

8.21.16. Provide the local AAFES manager a list of the names of authorized providers who may purchase uniform accoutrements from the Clothing Sales Store. **NOTE:** Authorized providers may not purchase the Air Force Service Dress or Ceremonial uniform.

## **8.22. Honor Guard NCOIC. Will:**

8.22.1. Assist the HG/OIC or other flight leadership.

8.22.1. **(MOUNTAINHOME AFB)** HG NCOIC and flight sergeants will hold a 1-week course intended to train and qualify new personnel to perform details, specifically funeral honors. Upon completion of this course, trainees will demonstrate what they have learned in a qualification evaluation. Based upon their performance, HG leadership will certify those meeting and exceeding the minimum HG requirements identified in **(Attachment 9 (Added), Training Qualification Requirements)**.

8.22.2. Schedule and ensure that members are trained and available.

8.22.3. Track ARC volunteers Sanctuary and High Year Tenure (HYT) status and request appropriate waivers when required in compliance with the respective MAJCOM's written policy.

8.22.4. Inform AFSVA/CCR if an ARC volunteer is placed on a medical or physical profile.

8.22.5. Control and maintain the honor guard equipment.

8.22.5. **(MOUNTAINHOME AFB)** HG members who operate vehicles in support of HG functions on/off the installation must be qualified and have both a civilian and government driver's license. Each member will follow the maintenance of the Honor Guard van IAW **Attachment 10 (Added), Policy on Maintenance of the Honor Guard Van**.

8.22.6. Select flight NCOICs.

- 8.22.7. Complete AF Form 1946 for all honor guard activities.
- 8.22.8. Enter all funeral detail data into FHDB NLT 30 days after the event.
- 8.22.8.1. **(Added-MOUNTAINHOME AFB)** The HG/NCOIC tracks the number of details completed by each HG member. Use the AF Mortuary Office Resource Toolbox program to track and log all details completed by HG members.
- 8.22.8.2. **(Added-MOUNTAINHOME AFB)** Completes the monthly reports required at both the AF and ACC level indicating the number and types of details accomplished.
- 8.22.8.3. **(Added-MOUNTAINHOME AFB)** Forwards all reports to applicable agencies once the HGC approves them.
- 8.22.9. Ensure that honor guard weapons are inspected annually and certified for weapon safety and usability.
- 8.22.10. Validate ammunition forecasts are submitted as requested.
- 8.22.11. Establish and maintain adequate supplies for the AP<sup>3</sup> training, participation and recognition to include the video "Military Funeral Honors with Authorized Providers" and *Honoring Those Who Served* Recognition Pins (10 pins/set). (The order form is available on the AP<sup>3</sup> website at [www.mfhcmdrs.osd.mil](http://www.mfhcmdrs.osd.mil).)
- 8.22.12. Validate partners expense reimbursements.
- 8.22.13. Attend the appropriate program management training course conducted by the Air Force Honor Guard within three to six months of appointment as the installation NCOIC.

**8.23. ARC Honor Guard OPR. Will:**

- 8.23.1. Maintain a list of available volunteers and coordinate monthly with the installation honor guard NCOIC.
- 8.23.2. Inform the active duty or State Program Honor Guard NCOIC or coordinator immediately if an ARC volunteer is placed on a medical or physical profile.
- 8.23.3. Track MPA man-day utilization and waiver limitations for each individual. Request waivers to exceed MPA man-day waiver limitations when sufficient volunteers do not exist.
- 8.23.3.1. **(Added-MOUNTAINHOME AFB)** HG/NCOIC is the custodian of a 15-passenger van identified specifically to support the HG.
- 8.23.3.2. **(Added-MOUNTAINHOME AFB)** The HG van will *only* be used in direct support of the HG.
- 8.23.4. Provide required information to the augmentee's unit for orders processing.
- 8.23.5. Ensure volunteers perform annual tour, unit training assemblies and other required reserve training IAW the member's primary AFSC.
- 8.23.6. Ensure ARC honor guard members are in compliance with AFI 36-2903 and AFI 10-248.
- 8.23.7. Complete AF Form 1946 for all honors rendered excluding those completed by active duty honor guards where the ARC has provided augmentation.

8.23.8. Train honor guard team members in compliance with established Air Force Base Honor Guard standards.

8.23.9. Provide required reports to appropriate ARC headquarters (AFRC/SVP, ANG/SVX).

8.23.10. Coordinate MOUs with the active duty honor guard responsible for the AOR. A sample MOU can be found at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>.

**8.24. Chief of Security Forces.** Will:

8.24.1. Advise honor guard on how to store, clean and maintain weapons and blank ammunition (AFI 31-101, *AF Installation Security Program* and AFI 36-2226, *Combat Arms Program*).

8.24.2. Ensure honor guard weapons are inspected annually and certified for weapon safety and usability.

**8.25. Public Affairs.** Will:

8.25.1. Evaluate requests from civilian agencies for honor guard ceremonial support and forward the request to the Honor Guard/OIC. The Honor Guard/OIC will determine if the mission permits, whether the request can be supported.

8.25.2. Publicize the honor guard program through the base newspaper and other available sources.

**8.26. Honor Guard Team Member Responsibilities.** All members must abide by the provisions of this instruction and the host installation honor guard operating instruction. Honor guard members must:

8.26.1. Maintain high appearance standards in compliance with AFI 36-2903, *Dress and Personal Appearance of AF Personnel*, AFI 10-248, *Fitness Program* and a positive attitude.

8.26.1.1. (Added-MOUNTAINHOME AFB) Must not have an unfavorable information file open.

8.26.1.2. (Added-MOUNTAINHOME AFB) Must not be on a control roster.

8.26.1.3. (Added-MOUNTAINHOME AFB) Must not have any adverse actions pending.

8.26.2. Ensure their uniforms are maintained in serviceable condition, attend training, master the drill and know traditional formation ceremonies and protocol.

8.26.3. Participate in base honor guard duties for at least one year to provide continuity for the team and to maintain proficiency. This includes ARC volunteers and Authorized Providers who participate on an as-needed basis.

8.26.3.1. (Added-MOUNTAINHOME AFB) The applicant's supervisor and commander must sign a request for Honor Guard Membership (**Attachment 11 (Added)**, *Sample Request for Honor Guard Membership*) before formal induction can occur.

8.26.3.2. (Added-MOUNTAINHOME AFB) Upon completion of 12 months, members may continue participation in the HG program with their supervisors

concurrence. If the member desires not to continue participation, they must continue participation until they are replaced by another member from their unit.

8.26.3.3. **(Added-MOUNTAINHOME AFB)** Flight rotations (see [Attachment 12 \(Added\)](#)), *3-Month Rotation for Honor Guard Flights*.

8.26.3.3.1. **(Added-MOUNTAINHOME AFB)** During the on-duty month, HG members will report to the HG building for duty on the first day of the week and perform all scheduled details. On-duty month will run from Monday through Sunday.

8.26.3.3.2. **(Added-MOUNTAINHOME AFB)** In the case of active duty (AD) deaths, requiring 20 augmentees, or in the event of mandatory details requiring more than the members present for duty, the extra members are pulled from the on-call flight, which is the previous Flight in the rotation. During the on-call month, HG members must assist with details the on-duty flight is unable to fill.

8.26.3.3.3. **(Added-MOUNTAINHOME AFB)** During off-duty months, HG members will only be called upon to fill critical details which cannot be filled by either the on-duty or on-call flights.

8.26.3.3.4. **(Added-MOUNTAINHOME AFB)** There is a required 3-day turnover period to transition from the outgoing Flight to the incoming Flight.

8.26.3.3.5. **(Added-MOUNTAINHOME AFB)** If an applicant was not previously in the HG, additional preparation time is required. The initial spin-up process for a new member starts 1-month and 1-week prior to their rotation start date. This timeframe allows for 1-week of active participation for qualifying with HG trainers, and an additional month inactive waiting for their uniform.

8.26.3.3.5.1. **(Added-MOUNTAINHOME AFB)** Qualifying week pre-screens candidates to ensure they can execute Ceremonial Guardsman duties prior to becoming members.

8.26.3.3.5.2. **(Added-MOUNTAINHOME AFB)** If an individual is deemed unfit by the trainers for reasons such as physical coordination, inability to perform under pressure or is otherwise uninterested in continuing training, a replacement is provided by the parent group/squadron.

8.26.3.4. **(Added-MOUNTAINHOME AFB)** During mobility exercises, on-duty HG members are excused from the exercise. For funeral details only, the on-call flight will be excused from the exercise.

8.26.3.5. **(Added-MOUNTAINHOME AFB)** HG on-duty period is considered a *military duty* outside the unit work area, as well as a detail requirement during the on-call period.

8.26.3.5.1. **(Added-MOUNTAINHOME AFB)** Excused absences include an emergency absence. Communication between member's unit and the HG/NCOIC is paramount.

8.26.3.5.2. **(Added-MOUNTAINHOME AFB)** The HGC or HG/OIC has final say whether an absence is excused or unexcused.

8.26.3.6. (Added-MOUNTAINHOME AFB) HG members are required to turn in all HG uniform items to the HG/NCOIC if unable to complete the required 12-month tour.

8.26.4. Inform the ARC Honor Guard OPR and/or the active duty or State Program Honor Guard NCOIC or coordinator immediately if placed on a medical or physical profile.

***Section 8C—Military Funeral Honors Eligibility and Entitlements.***

**8.27. Active Duty, Selected Reservists on Duty and Recipients of the Medal of Honor.**

8.27.1. Eligibility. Active duty personnel, members of the Reserve and ANG on duty (on active or inactive duty) and recipients of the Medal of Honor are entitled to full military funeral honors.

8.27.2. Entitlement. Full military honors consists of a 20-person detail including six pallbearers, an eight-person firing party (seven members and the firing party NCOIC), a bugler, a four-person color guard and the detail OIC or NCOIC. An Air Force chaplain may also participate in the ceremony if requested by the family.

**8.28. Reservists Not On Duty.** Members of the Selected Reserve who are not on duty when they die will receive the same military funeral honors as a retiree.

**8.29. Retirees.**

8.29.1. Eligibility. Air Force members receiving retired pay or members of the Air Force Reserve or ANG, not in an active-duty status.

8.29.2. Entitlement. Retirees are entitled to a seven-person team. The team will consist of an OIC or NCOIC and six members who will serve the dual role of pallbearers and firing party.

**NOTE:** The 3-volley salute is not to be confused with the 21-gun salute. By tradition, the 3-volley salute is performed at military funerals.

8.29.3. Verification of a Retiree's Status. An Air Force retiree's status will be verified by referring to the member's DD Form 214, *Certificate of Release or Discharge from Active Duty* provided by the family or funeral home representative. If the DD Form 214 does not reflect retirement status or is not available, the local Casualty Affairs Office should be contacted to confirm the individual was entitled to receive retirement pay. After duty hours or on weekends and holidays, retirement status can be verified by calling Air Force Casualty at 1-800-433-0048.

**8.30. Former Military Members (Veterans).**

8.30.1. Eligibility. Former military members who served in the active military and who were discharged or released under conditions other than dishonorable or were members or former members of the Selected Reserve and departed under conditions other than dishonorable. Former members of the Air Force, Army Air Corps or Army Air Forces and Women's Air Forces, whose last service was other than dishonorable and members of a reserve component with veteran status are eligible to receive honors. Former military members discharged from the Selected Reserve due to a disability incurred or aggravated in the line of duty. **NOTE:** Repatriated members of the Army Air Corps or Army Air Forces are handled as active duty deaths. Under these circumstances, the parent service (i.e., Army) will provide military funeral honors. If requested and authorized, the Air Force will provide the flyover.

8.30.2. Entitlement. Former military members are entitled to MFH with two-Armed Forces members, one of which will be an Air Force representative (officer or enlisted) who will fold and present the interment flag and play Taps (paragraph 8.4). If the family requests support above the two-person minimum, additional honors should be obtained from the authorized providers (Veteran Service Organizations (VSO), retirees, or Reserve Officer Training Corp (ROTC) units, etc.) before requesting support from another Armed Service.

### **8.31. Certain Civilians Who Served During Wartime.**

8.31.1. Eligibility. Civilians who served the country during wartime, including some members of the Merchant Marine and female pilots who flew military planes in World War II, will be provided honors if their remains are interred at ANC.

8.31.2. Entitlement. Honors entitlement is the same as former military members.

### **8.32. Uniformed Services.**

8.32.1. Eligibility. Members of the Commissioned Officer Corps of the Public Health Service (PHS) and National Oceanic and Atmospheric Administration (NOAA) as members of a Uniformed Service are eligible to receive funeral honors.

8.32.2. Entitlement. Honors entitlements are the same as those for former military members. The Coast Guard primarily supports these organizations.

### ***Section 8D—Base Honor Guard Team Elements.***

### **8.33. Honor Guard/OIC and the Honor Guard/NCOIC.**

**8.34. Flight NCOIC.** The Flight NCOIC heads each honor guard flight, selects the honor guard members for the color guard, firing party, pallbearer elements and flag-folding teams and assists the HG/NCOIC.

**8.35. Pallbearers.** Will be proficient in dignified casket carrying maneuvers. If the deceased was a member of a local military organization such as the ANG or Air Force Reserve, the family may opt to select honorary pallbearers from that organization.

**8.36. Honorary Pallbearers.** Honorary pallbearers (may be either military or civilian) and are included in retiree and active-duty funeral ceremony but only at the specific request and invitation of the family.

**8.37. Firing Party.** The firing party should consist of eight airmen, seven armed with the M14 rifle and the NCOIC of the firing party (NFP). Honor Guard members will not be part of the firing party if they have been disqualified from bearing arms because of administrative or judicial action IAW AFI 31-207, *Arming & Use of Force by Air Force Personnel*, paragraph 2.6.10-10.2, or have failed to qualify in pre-marksmanship training.

8.37.1. Firing party should qualify in pre-marksmanship training and will be trained on safety, proper handling, operation and function, assembly and disassembly and care and cleaning of assigned weapons. Those who bear arms will be authorized IAW AFI 31-207.

8.37.2. The detail OIC or NCOIC may provide three spent shells to the family. **NOTE:** The NCOIC of the firing party (NFP) must inspect all fired ammunition to ensure any shells

provided to the family are in fact spent and not live rounds. Spent rounds must not be placed into the folded flag.

**8.38. Bugler.** If a bugler is not available, one may be obtained from other authorized providers or hired locally and paid by citing O&M funds. When a professional bugler is not available, advise the family and offer to use the ceremonial bugle or a quality audio system to play Taps. If the family rejects this offer, then Taps will not be played. When used, audio equipment must be out of sight of the funeral party. Honor Guard members utilizing the ceremonial bugle must first be trained IAW Ceremonial Bugle procedures listed in the base honor guard-training manual.

**8.39. Color Guard.** The color guard will carry the United States Flag and the Air Force Organizational Flag. The color guard will consist of two fully trained flag bearers and two guards.

**8.40. Chaplain Support.** If requested by the NOK, chaplains will provide military funeral support when possible. Civilian clergy may be substituted for an Air Force chaplain, at a family's request. Families are encouraged to use their own clergy. Chaplain support includes active duty chaplains assigned to the installation concerned, Air Force Reserve, ANG and retired chaplains in the immediate area. All requests for chaplain support and for the use of military chapels for funeral services are made through the installation's Mortuary Affairs office (except ANC). Installation's senior chaplain resolves any problems with providing support.

**8.41. Flag Folding Teams.** Flag folding teams must be skilled at folding the flag. The flag folding sequence performed as part of Air Force Funeral Honors is done in silence in accordance with our service history, tradition and policy. When the honor guard folds a flag as part of other ceremonies, i.e., retirement, only the official Air Force script may be read.

**8.42. Precision Drill Teams (optional).** Precision drill teams are composed of honor guard members who excel in their primary honor guard duties or demonstrate superior skills in precision drill formations and display exemplary decorum and bearing. Installations drill teams must obtain authorization and training from the USAF Honor Guard. Bayonets and ammunition will not be used.

### ***Section 8E—Flyovers.***

#### **8.43. Flyovers at Funeral or Memorial Services.**

8.43.1. The family may only request one flyover. It may be flown at the funeral or memorial service. The deceased members in **Table 8.1** are eligible recipients. However, even if authorized, flyovers may still be limited based on aircrew/aircraft availability, weather constraints, funeral location and/or operational commitments. (**NOTE 2**).

8.43.2. A flyover may consist of one to four aircraft in an appropriate formation as specified in MAJCOM instructions. A missing-man formation will be flown at a memorial service when the body has not been recovered. The missing man formation is a four aircraft formation with the number three aircraft either missing or performing a pull-up maneuver at a specific time in the flight (AFI 11-209, *Aerial Events Policy and Procedures*).

**Table 8.1. Flyover Eligibility Criteria.**

1.	Active duty and ARC rated officers and non-rated career aviators (13BX officers and 1AXXX enlisted crewmembers, i.e., flight engineers, loadmasters, boom operators etc.). The rated category includes taking courses of instruction leading to such an aeronautical rating. The ARC will be treated the same as active duty (eligible when the death occurs on or off duty). This includes ARC members not on unit training assembly (UTA) or military orders
<b>Table 8.1 Continued</b>	
2.	Non-career aviators (nurses, medical technicians, intelligence, etc.) but only when they die in the line of duty while performing aviation duties
3.	Dignitaries of the Armed Forces and Federal government
4.	Active duty and retired Air Force 3 and 4-star general officers, regardless of aeronautical rating
5.	Active duty or retired USAF members who have been awarded the Congressional Medal of Honor or the Air Force Cross
6.	Active duty or retired USAF aviators who have achieved one or more officially recognized aerial victories (Aces)
7.	Active duty or retired Chief Master Sergeants of the Air Force (CMSAF)
8.	USAF members (active duty, retired, or honorably separated) who were Prisoners of War
<p><b>NOTE 1.</b> Repatriated remains of individuals meeting the requirements of paragraphs 1 and 2 above are entitled to flyover honors if their deaths occurred while serving on active duty.</p>	
<p><b>NOTE 2.</b> In unique cases when a funeral flyover is authorized IAW this instruction, AF/A3O retains authority to disapprove support if the circumstances of the death and subsequent flyover could reflect negatively upon the Air Force. Although a funeral or memorial flyover may be authorized, by meeting the above criteria, it may not always be appropriate. A funeral or memorial flyover is part of the honors bestowed on the deceased. If the lifestyle of an individual following his or her military service is not within the standards normally expected of a military professional or if the circumstances surrounding the death reflect negatively on the Air Force, a funeral flyover may not be approved in all cases. AF/A3O will make the approval/disapproval decision for flyovers that fall within this category.</p>	

**8.44. Approval for Flyovers on Military Installations.** MAJCOMs may approve on-base flyovers (may be delegated to Wing). Procedures and approval levels are the same for memorial services as for funerals when flown in lieu of a funeral/interment ceremony. Memorial flyovers commemorate or recognize a deceased individual. MAJCOMs may also authorize an additional flyover at the base to which the individual was assigned (when flown for a Wing initiated memorial service). To request approval authority for a flyover on a military installation, the mortuary officer of the installation being overflown will submit a flyover request to the

MAJCOM. The request will be approved by the MAJCOM or designee having operational control of the aircraft, with the concurrence of the commander responsible for the military installation to be overflowed. If this flyover is for an installation hosted memorial service and the NOK also requests a flyover for the funeral service at final destination, an exception to policy approved by the HQ USAF/CV for an installation memorial service flyover will not be required. Notification to HQ USAF/A300 (Aerial Events Branch), DSN 222-0856 or COMM 703-692-0856, will be made prior to the performance of the installation-hosted flyover.

**8.45. Approval for Flyovers Off Base.** MAJCOM/A3 is the participation authority for flyovers off base.

8.45.1. The Mortuary officer responsible for performing honors will submit the request for an off-base flyover to their MAJCOM/A1S. MAJCOM/A1S will contact MAJCOM/A3 and request telephonic approval for the flyover. If MAJCOM/A3 approves, requesting MAJCOM/A1S will immediately contact the appropriate mortuary officer at base level with coordination/approval status.

8.45.2. MAJCOM/A3 will locate and identify the resource for the flyover. If the resource is under the direction of another MAJCOM, the two MAJCOM/A3 offices will coordinate the resource(s).

8.45.3. Once the assets are identified, the MAJCOM/A1S will pass the information to the mortuary officer designated to provide the military honors. The mortuary officer will coordinate the date, time and place of the service with the flying organization providing the resources(s).

8.45.4. MAJCOM/A1S will immediately follow-up with a confirming e-mail to HQ USAF/A300, HQ AFSVA/SVOM, the MAJCOM and unit that are providing military honors.

**8.46. Approval for Flyovers in Washington DC.** Flyovers in the Washington DC area are limited but may be approved with certain restrictions. HQ USAF Aerial Events Coordinator will take necessary action to obtain an aerial control team for the ceremony, coordinating with HQ ACC/A3TA (DSN 574-7854). The Washington DC area includes the District of Columbia; the City of Alexandria, Virginia; the Counties of Arlington and Fairfax, Virginia; the Counties of Montgomery and Prince Georges, Maryland; together with incorporated municipalities lying within their borders.

**8.47. Request for Waiver to Flyover Policy.** HQ USAF/A30 is the approval authority for requests to waive flyover policy. Waiver requests must first be submitted to MAJCOM/A3. Determination for flyovers of dignitaries of the armed forces and the Federal government is delegated to HQ USAF/A30.

#### ***Section 8F—Resource Management.***

**8.48. Sources of Funeral Honors Manpower.** Performance of military funeral honors is a total force mission. Active-duty personnel, Reserve/National Guard, and military retirees qualified by active or Reserve units honor guard personnel may also perform this mission. The AP<sup>3</sup>, <http://www.mfhcmdrs.osd.mil/>, provides another source of personnel to support the honors mission. However, every effort should be made to obtain volunteers for the honor guard program

from active host and tenant organizations. If there are insufficient volunteers to support the installation honor guard program, an organizational quota system will be required.

8.48.1. ARC Augmentation. The active duty installation responsible for military honors, will determine honor guard manpower requirements based on historical data collected from the AF Form 1946 and data in the FHDB for their AOR. If there are not enough volunteers and the quota system does not provide the required number of personnel to meet requirements, then ARC augmentation may be needed to support the requirement. The process and responsibilities for obtaining ARC augmentation are listed at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>. Further manpower information requests should be staffed to the MAJCOM/AISO office.

8.48.2. Authorized Provider Partnership Program (AP<sup>3</sup>). It allows the Services to provide more than the two-person detail to fold and present the flag and play Taps. Authorized providers include members of veterans' service organizations (VSOs), retirees, Reserve Officer Training Corps (ROTC) members, members of State Military Funeral Honors organizations and other organizations authorized to participate in MFH. The AP<sup>3</sup> website at <http://www.mfhcmdrs.osd.mil/> provides extensive information on the AP<sup>3</sup> program.

8.48.2.1. Reimbursement. AP<sup>3</sup> volunteers may be reimbursed for their expenses with the daily stipend. This stipend has been annually designated by the Secretary of Defense to defray the costs for transportation and other expenses incurred by the participant in connection with participation in the funeral honors detail. Refer to the Services Agency website, <https://www-r.afsv.af.mil/MA>, for the current memo and stipend rate. Reimbursement for expenses for AP<sup>3</sup> members will come from the base honor guard's O&M account. Base honor guard units should forecast this requirement for funding.

8.48.3. Additional elements the AP<sup>3</sup> may provide. AP<sup>3</sup> can be a source of personnel for a firing detail, pallbearers, a bugler, and a color guard and may participate in the folding of the flag in veteran funeral details. However, authorized providers cannot be a substitute for the legislated minimum, two-person uniformed member detail one of which must be from the deceased member's branch of service to present the flag.

8.48.4. Full-time honor guard manpower authorizations. Authorized full-time honor guard manpower authorizations may be funded through the MAJCOM POM/budget process, based on full-time honor guard workload and the 8G Special Duty Identifier (SDI). Funded positions are coded under special duty identifier 8G000. Bases have an option of converting current funded manpower authorizations into the 8G SDI for a three-year period. After their three-year period, the member will return to their unit. Please consult with your base Military Personnel Flight (MPF) or see AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 8G SDI, for further instruction.

**8.49. Funding.** Authorized funeral honors expenditures are supported with O&M funds. The active duty unit will budget for and provide funds for their own honors program, the ARC and the Authorized Providers who support them. Reimbursable expenses include:

8.49.1. Travel and per diem. **NOTE:** Team members will be placed on appropriate travel orders when funeral honors involve TDY. Confirmatory orders will be issued if a member is required to perform this special duty.

8.49.2. Supplies, equipment, weapons and ammunition.

8.49.3. Procurement and cleaning of uniforms. **NOTE:** ARC units fund their uniforms and if not located near an active duty installation, the ARC unit will fund uniform cleaning.

8.49.4. Miscellaneous expenses such as hiring a bugler.

8.49.5. For authorized providers, the MFH stipend will be used for reimbursement. Standard Form 1164, *Claim for Reimbursement for Expenditures on Official Business* should be used to request reimbursement. The active duty unit supported will be responsible for processing and payment of claims. **NOTE:** Occasionally authorized partners may participate in a MFH detail that requires TDY travel and/or per diem allowance. Invitational travel orders may be issued for the partner for reimbursement of fares or POC mileage, as well as actual cost of lodging and meals up to the per diem rate.

**8.50. Base Honor Guard Uniforms.** The USAF Honor Guard establishes base level honor guard uniform standards. Honor guard uniforms must be worn and maintained IAW AFI 36-2903, Table 3.2. Deviations are not authorized without approval from the USAF Honor Guard.

8.50.1. Ceremonial Honor Guard Uniform. Wear of the ceremonial uniform for MFH is mandatory, unless conditions warrant wear of the Summer Dress Uniform (paragraph **8.51.2**).

8.50.1.1. Uniform items may be procured locally or through supply using national stock numbers (NSN) or part/model (PN/MN) numbers to meet standards established by the USAF Honor Guard.

8.50.1.2. ARC units will fund uniforms for their honor guard members.

8.50.1.3. Uniforms for IMA augmentation will be funded by the active duty organization where member is assigned.

8.50.1.4. The linen exchange contract will be used to clean honor guard uniform items.

8.50.1.5. Direct questions related to honor guard uniforms to the USAF Honor Guard at [bhg.training@bolling.af.mil](mailto:bhg.training@bolling.af.mil) or commercial 202-404-6210 / 5565 (DSN 754-6210 / 5565).

8.50.2. Summer Dress Uniform. The summer dress uniform may only be worn during instances of severe heat and humidity, and it will not be worn for indoor ceremonies. The OIC/NCOIC of the ceremony may authorize wear of the summer dress uniform when the temperatures exceed 94 degrees or 90 degrees plus with relative humidity of 60% or higher.

**8.51. Honor Guard Weapons and Ammunition Acquisition.** MFH firing parties will use the M-14 rifle. Note: Use of the M1 is no longer authorized.

8.51.1. The M-14 rifle (operational - NSN 1005-01-494-4169GG) and M-1 rifle (inert - NSN 1005-00-599-3289) are available for issue. Refer to additional M-14 national stock numbers located: <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>. Funded requisitions will be submitted through base supply and the MAJCOM/A1S to HQ USAF/A1SO to WR-ALC/LKJMW, Routing Identifier FLB, Robins AFB GA, 31098-5000.

8.51.2. Blank 7.62mm ammunition will be used for MFH and memorial services drill team presentations and honor guard and drill team practice. The honor guard will submit projections for blank ammunition needed to MAJCOM/A1S, annually. MAJCOM/A1S will

include these requirements in the installation's five-year forecast. Active duty honor guards will forecast and fund ammunition for ARC augmentation.

**8.52. Weapons Handling.** Weapons will be handled IAW AFMAN 31-229, *USAF Weapons Handling Manual*. If any person must be armed with an operational weapon to protect guard weapons, they must meet the requirements set forth in AFI 31-207, *Arming and Use of Force by Air Force Personnel*.

**8.53. Weapons Storage.** Weapons may be stored in the honor guard office if it is approved as a designated weapons storage area. If weapons are stored and/or maintained within the honor guard office, all resource protection requirements must be met IAW 31-101, *AF Installation Security Program*."

8.53.1. An approved clearing barrel must be present. Refer to AFMAN 31-229.

8.53.2. There must be written approval from the installation commander, through the Security Forces and the resource protection executive committee, for the storage facility and procedures, to include a valid access roster.

8.53.3. M14 rifles, operational and inert, will be stored, handled, issued, and maintained with equal sensitivity. **NOTE:** For ARC augmentees, weapons, and ammunition may be stored at the ARC unit in an authorized armory. To do this, prior approval must be obtained from the active duty unit being supported and the ARC wing/group commander must concur.

**8.54. Weapons Maintenance.**

8.54.1. Inspection. Combat arms personnel must inspect M14s for serviceability once a year. Each owning unit, base, or MAJCOM/A1S must purchase gauge sets (one set includes six gauges) to calibrate weapons.

8.54.2. Tech Manuals. The Technical Manuals (TMs) for the M14 are available at Army Pubs, [www.logsa.army.mil](http://www.logsa.army.mil).

**8.55. Presenting Spent Rounds to the Family.** The detail OIC or NCOIC may provide three spent rounds to the family. However, the NCOIC of the firing party must inspect all fired ammunition to secure any rounds provided to the family are in fact spent and not live rounds. Spent rounds should never be placed in the folded flag.

**8.56. Honor Guard Vehicles.** Honor Guard vehicle requirements are found in *Allowance Standard (AS) 019, Mission Application, "ZF"*. Vehicle support may be obtained from the transportation squadron if vehicle allowance and authorization has not been established. When special vehicles, such as buses or tractor-trailers are needed, the installation transportation organization will provide qualified drivers. If the basis of issue does not meet honor guard requirements (demand for funeral honors is at a level that exceeds vehicles assigned) and temporary dispatch vehicle will not suffice, the Services Commander/Division Chief may require an increase in their authorization. See AFI 34-204, *Property Management*, for additional guidance on vehicles.

8.56.1. Establishing Vehicle Authorizations. Bases will use allowance source code AS 019ZF to add or increase vehicle authorization for their honor guard requirements. These allowance standards are source documents only and do not constitute authorization or approval authority for vehicles. To obtain specific vehicle authorizations, bases must submit requirements through Transportation channels to MAJCOMs IAW AFI 24-301, *Vehicle*

*Operations.* When establishing these requirements, Services Commander/Division Chief is encouraged to seek the specific support of the wing commander.

8.56.2. Use of MAJCOM Allowance Standards. In lieu of AS019ZF, bases may elect to establish their requirements under the MAJCOM allowance standards, 020 through 032. These allowance standards identify vehicle allowances unique to specific major commands or equivalent.

### **Section 8G—Honor Guard Training**

**8.57. Training Resources.** Training resources are available through USAF Honor Guard, Bolling AFB DC: at [www.bolling.af.mil](http://www.bolling.af.mil) and at [www.mfhcmdrs.osd.mil](http://www.mfhcmdrs.osd.mil) for the AP<sup>3</sup>. Direct training questions to [bhg.training@bolling.af.mil](mailto:bhg.training@bolling.af.mil) or commercial 202-404-6210 / 5565 (DSN 754-6210 / 5565).

**8.58. In Residence Training.** The USAF Honor Guard provides an in-resident training course, *Basic Protocol, Honors and Ceremonies*, L5AZ08G000-001, PDC Code 145, at Bolling AFB for all Air Force active duty, Air National Guard and Air Force Reserve honor guard programs. This course is required training for all personnel with an 8G000 DAFSC. Training should be requested through the unit's training manager and will be funded by the unit. Authorized Provider Partnership Program (AP<sup>3</sup>) members are not authorized to attend this training.

**8.59. Mobile Training Courses.** The Mobile training course, *Protocol, Honors and Ceremonies*, L5AZK8G000-002, PDS Code 145 is a one-week course consisting of training on primary funeral elements and colors. These courses will be funded through normal Air Education and Training Command (AETC) channels when available. MAJCOM/AIS training functional managers should submit in resident course quota requirements. **NOTE:** Course information may be obtained through Air Force Training Management System (AFTMS). AP<sup>3</sup> members are authorized to attend this training, space permitting.

### **8.60. Honor Guard Reporting.**

8.60.1. Funeral Honors Database (FHDB). [https://www.dmdc.osd.mil/fhdb/owa/fhdb\\_main.login](https://www.dmdc.osd.mil/fhdb/owa/fhdb_main.login). All funeral detail requests and associated information must be entered into FHDB within 30 days of the detail execution date. At the end each calendar year, all funeral honors data entered into the system not less than 15 days after year's end – when the report to Congress is due. For reporting procedures, refer to Military Honors Funeral Data Collection Users Manual located on the FHDB website.

8.60.2. AF Form 1946, **Honor Guard Checklist.** Base honor guards may also choose to complete an AF Form 1946 for every activity the honor guard participates in to track workload and for budgeting purposes. For funeral details, either the completed AF Form 1946 or a FHDB generated report of funeral honors requested and provided will be filed in the mortuary case file and will be disposed of accordingly. If not filed in the mortuary case file, dispose of IAW the *Air Force Records Disposition Schedule (RDS)(T 34-09 R 08.00)* located at <https://webrims.amc.af.mil>.

## Chapter 9

### MORTUARY AFFAIRS RESOURCE MANAGEMENT

#### *Section 9A—Responsibilities.*

**9.1. Purpose.** This chapter provides policy for the procurement of mortuary supplies and services and associated roles and responsibilities.

**9.2. HQ AFSVA/SVOM.** Will:

- 9.2.1. Collect data for all eligible mortuary expenses and make recommendations each fiscal year for the distribution amounts.
- 9.2.2. Justify and manage the mortuary allotment.
- 9.2.3. Upon initial notification of death send a confirmation of entitlement's letter describing benefits specific to each mortuary case. The letter becomes a part of the official case file.
- 9.2.4. Receive cost data for all eligible mortuary cases and for all supplies purchased with mortuary funds.
- 9.2.5. Maintain a Government Purchase Card (GPC) for their exclusive use. Installation use of the GPC is at the discretion of SVOM for mortuary supply items, for services involving repatriated remains and USAFA deaths.

**9.3. MAJCOM/SV/A1S.** Will:

- 9.3.1. Develop a financial plan governing the payment of mortuary related expenses for bases within their command and ensure it is in effect at their installations.
- 9.3.2. Ensure a plan is in place for funding on weekends or holidays to include having a POC at the MAJCOM/A1S office and base budget. The MAJCOM will notify HQ AFSVA/SVOM of the names and numbers of the POCs.
- 9.3.3. Receive and distribute mortuary allotment funds from 11WG/FM.

**9.4. The Mortuary Officer.** Will ensure a GPC account is established and maintained for active duty deaths (primary expenses only) within their AOR and that receipts and properly itemized invoices are promptly submitted.

#### *Section 9B—Authorized Use of Funds for Mortuary Supplies and Services*

**9.5. Mortuary Allotment – Authorized Expenses**

- 9.5.1. Travel and per diem. Individuals authorized to receive travel and per diem include:
  - 9.5.1.1. Military or special escorts for deceased military personnel.
  - 9.5.1.2. Persons authorized funeral travel. Refer to paragraph **2.31** for eligibility.
  - 9.5.1.3. Attendants or guardians to accompany a dependent incapable of traveling alone, such as a minor child, an elderly parent, or a spouse under medical care or with physical limitations.

9.5.1.4. HQ AFSVA/SVOM personnel to provide assistance in technical, operational, and administrative matters for the Air Force Mortuary Affairs Program.

9.5.2. S&R and ID Operations. Expenses for recovering, segregating, and identifying remains, and replenishing supplies used during an actual S&R operation.

9.5.3. Communications. Commercial communications costs (e.g., sending overnight express mail to the PADD or funeral home; all charges for service and calls for telephone pagers; and cellular phones for the installation primary and alternate Mortuary Officers). **NOTE:** Operations and maintenance (O&M) funds are used for the initial purchase of pagers and cellular phones.

9.5.4. Preparation and Casketing Supplies and Services. Mortuary services to include expenses for removing, preparing, wrapping or dressing, and casketing of remains, as well as the acquisition of the specification solid hardwood or 18 gauge metal sealer casket and the outer shipping container.

9.5.5. Cremation. Cremation to include a specification solid bronze or walnut urn and engraving of nameplate.

9.5.6. Interment. Funeral, interment, and memorial service expenses not to exceed the authorized allowances.

9.5.7. Burial Clothing. Either civilian or military, to include military ribbons, badges, and insignia, and when necessary, cleaning.

9.5.8. Interment Flags, Hardwood Flag Cases, and Memorial Register Books.

9.5.9. Transportation of Remains. Commercial or private transportation of remains.

9.5.10. Return of Transfer Cases. From Aerial Ports to OCONUS Air Force installations.

9.5.11. Consulate Fees and Casket Sealing. Payment of consulate fees for shipping documents and sealing the casket for the remains of active duty Air Force members, dependents of active duty members, civilian employees and dependents of civilian employees.

**9.6. O&M Funds - Authorized Expenses.** O&M funds will be used to pay for related mortuary expenses. Mortuary Allotment funds **must not be used** to pay for items in paragraphs **9.6.1** through **9.6.6** These include:

9.6.1. Government Mortuaries. Operation of Air Force mortuary facilities to include civilian personnel costs, supplies and equipment.

9.6.2. Unit Representative Travel. Travel of a representative from the decedent's unit who has been appointed by their commander to attend the funeral.

9.6.3. S&R Supplies – Initial Purchase. O&M funds will be used to procure supplies to establish S&R kits or to replenish supplies expended for S&R training.

9.6.4. Installation Honor Guard Programs. All costs incurred by installations and MAJCOMs for their honor guard programs.

9.6.5. Search and Salvage. All costs incurred by installations and MAJCOMs for the search and salvage of any Air Force mishap material, equipment, and wreckage.

9.6.6. Disposition of Personal Property and Effects. Personal property and effects disposition and shipment costs are payable through permanent change of station (PCS) funds. The funds cite used for this purpose is found on the DD Form 1300.

**9.7. Expenses for Army, Navy, Marine Corps, Coast Guard, and Foreign Personnel.** Each branch of service will pay for expenses incurred for their personnel and the applicable foreign government pays for expenses incurred for their personnel.

**9.8. Reimbursable Cases Overseas.** US citizens, their dependents and other individuals who die overseas and are not entitled to care of remains at government expense, may be prepared by a government mortuary on a reimbursable basis, if requested by the Department of State. **Chapter 4 refers** for additional information on reimbursable mortuary services.

**9.9. Funding Shortfalls.** Requirements exceeding the distribution should first be worked at the MAJCOM. Those that cannot be resolved at the MAJCOM may be worked through the budget execution review process as a ranked priority. Catastrophic losses will be worked on a case by case basis with AF/A1S and SAF/FMBO.

#### ***Section 9C—Purchase of Mortuary Supplies.***

**9.10. Local Purchase Items.** For supply and equipment items purchased locally (i.e., human remains pouches, transfer cases, litters, etc.) follow local purchase procedures AFI 64-102, *Operational Contracting Program*. Authorized mortuary equipment is specified in Allowance Standard (AS) 405, *Funeral Service Organizational Support Equipment*.

**9.11. Centrally Purchased Items.** Installations will submit funded requisitions for items centrally stored and issued under the cognizance of the Defense Supply Center directly to the Defense General Supply Center (DGSC-OSCC) 8000 Jefferson Davis Highway, Richmond, VA 23297-5501.

**9.12. Supplies Purchased With Mortuary Funds.** HQ AFSVA/SVOM authorization must be obtained prior to purchasing supplies funded by the mortuary allotment such as replacement S&R supplies (those expended during an actual S&R operation), flags, hardwood flag cases, register books and other items authorized for purchase with mortuary funds. Installations must forward their supply purchase requests to HQ AFSVA/SVOM at [SVOM@agency.afsv.af.mil](mailto:SVOM@agency.afsv.af.mil) and to their MAJCOM/A1S. The request must include the name of the item, the NSN, nomenclature, quantity, unit cost and total cost, as well as the estimated shipping charges if applicable. SVOM will review to ensure products meet Air Force standards and specifications. If SVOM approves, the installation will proceed according to appropriate procurement procedures established by their MAJCOM and installation.

**9.13. Supplies As Part of the Contract.** Adult size specification caskets, shipping containers and urns will be procured by contract funeral homes as part of the contract for care of remains awarded to a CONUS funeral service establishment. Specifications for these items are obtained from HQ AFSVA/SVOM.

**9.14. Purchase of Burial Clothing and Accoutrements.** The mortuary officer will first try to obtain burial clothing and accoutrements from the personal effects of the decedent and provide them to the funeral director or mortuary preparing the remains. If the decedent's uniform is not serviceable, purchase of the blue service uniform and accoutrements is authorized. The itemized

list of clothing items purchased and copies of receipts will be placed in the decedent's mortuary case file.

9.14.1. **OCONUS.** If outside CONUS and military clothing items and accoutrements are not available or serviceable, the preparing mortuary will advise the Dover port mortuary or HQ AFSVA/SVOM of the needed items, and they will provide the military uniforms, insignia, metallic name tag ribbons and badges.

9.14.2. **In PACAF.** Since US Pacific Air Forces (PACAF) installations ship directly and do not use an aerial port, either the installation will purchase the burial clothing or the government mortuary will procure it.

**9.15. Authorized Burial Clothing Items.** Authorized uniform items include trousers, skirt, coat, shirt, blouse, appropriate necktie and belt plus underwear and nylons, less shoes and headwear is authorized. Items may be purchased from the clothing sales store, the Base Exchange (BX), or from commercial sources, when sales store stock is not available. Purchases from the clothing sales store are made using a base-level GPC. Current Rank Insignia, devices, functional badge(s) decorations the decedent was awarded are also authorized, to include the metallic nametag.

9.15.1. If the decedent's clothing needs to be washed and/or dry-cleaned, cleaning is provided at government expense. (AFI 34-252, *Laundry, Dry Cleaning and Linen Exchange.*)

9.15.2. Personal civilian clothing may be used when requested by the PADD. Civilian clothing will consist of appropriate outer clothing, underwear and hosiery. If the PADD does not supply the clothing, purchases from the BX store are authorized using the GPC.

9.15.3. In the case of airmen reverted from a commissioned officer or warrant officer status, an officer or warrant officer uniform will be provided if the PADD so desires. The uniform the individual used along with the appropriate braid and insignia. The insignia will be the highest active duty or reserve officer or warrant officer grade attained by the deceased.

9.15.4. If the PADD wants to provide a uniform not currently authorized for wear, that uniform is acceptable provided it was authorized during the period the member was in an officer or warrant officer status.

9.15.5. When requested by the PADD, insignia of the highest grade to which the individual had been appointed will be provided.

9.15.6. For deceased chaplains, coordinate with the chaplain's office to obtain vestments for burial.

9.15.7. If authorized by the parent service, clothing for decedents Army and Navy personnel will be obtained from the nearest Army or Navy installation through local purchase.

9.15.8. Clothing for burial of civilian employees will consist of suitable outer clothing, underwear and nylon hose. Suitable clothing owned by the individual will be used when available. Otherwise, the GPC will be used to procure appropriate clothing at the BX (conforming to the PADD's request). An itemized list of clothing item purchases and a copy of the receipt will be included in the decedent's case file.

9.15.9. A suitable service uniform (without decorations and insignia), underwear and nylons is authorized for Air Force members in military prisons.

9.15.10. A suitable United States military uniform (without decorations, insignia, or other evidence of membership in the Armed Services of the United States), underwear and nylons, or civilian clothing is authorized for enemy prisoners of war, detainees or aliens.

9.15.11. PADD of deceased retirees may purchase (at own expense) burial clothing items from the Clothing Sales Store.

***Section 9D—Mortuary Services Contracts.***

**9.16. Contracting for Mortuary Services.** Mortuary contracts will be awarded to fully qualified professional funeral directors to perform mortuary services as prescribed Performance Work Statement (PWS), *Armed Services Specifications for Mortuary Services Contracts, Care of Remains of Deceased Personnel, Regular and Port of Entry* located at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>.

9.16.1. For Air Force activities in CONUS the mortuary officer will arrange for contract mortuary services through the contracting officer IAW the *Defense Federal Acquisition Regulation Supplement* (DFARS) subpart 237.70, (48 Code of Federal Regulation (CFR) 237.7000-7004). Contract mortuary services may be provided via an annual contract, a contract awarded to another installation (Air Force, Army or Navy) or by purchase order for individual cases.

9.16.2. Every two years, HQ AFSVA will furnish each Air Force activity with a copy of the *Directory of Funeral Directors* as a resource for locating funeral homes in vicinity of the base. This publication includes the correct name, address and phone number of CONUS funeral service establishments.

9.16.3. When selecting a contract funeral home ensure potential contract funeral home (s) have the ability to accept GPC for payment.

**9.17. Annual Mortuary Services Contracts.** Each year, the mortuary officer will submit requirements for mortuary services to the contracting officer in sufficient time to permit issuance of a solicitation and contract award prior to the beginning of the fiscal year.

9.17.1. Mortuary officers considering the award of a contract should coordinate this action with other Air Force installations in the vicinity as well as nearby installations and activities of the other armed services, prior to issuing a solicitation. Only one contract for mortuary services should be awarded in a given area to handle the remains of all deceased military personnel, unless the local circumstances dictate the need for more than one contract. The installation with the largest potential need should execute the contract for use by all nearby installations (within an agreed area of performance).

9.17.2. The contract will specify the area in which the contractor is required to provide mortuary services.

9.17.3. Activities having no contracting authority will arrange for mortuary services, as required, through the nearest activity holding such authority.

9.17.4. A team consisting of a contracting officer as chairperson, mortuary officer and a third officer designated by the Mission Support Group Commander will conduct a Preaward Survey (PAS) to evaluate the capability and responsibility of any contractor being considered for award.

**9.18. One Time Purchase Order.** If an annual contract is not in effect at the place of death, a purchase order will be cut to handle the individual case. If the contracting officer or authorized representative cannot immediately go to the place where death occurred, he or she must telephone (contact) a funeral director at or near the place of death and make interim arrangements for mortuary services under this provision. However, the contracting officer should exercise caution to ensure that the necessary services are obtained at a fair and reasonable cost.

9.18.1. Where there are no contracts and the preparing funeral home will not accept the GPC; a Form 9 must be accomplished with payment made through contracting.

9.18.2. The GPC or electronic funds transfer may be used to pay primary preparation costs, using local purchase procedures.

**9.19. Non-Contract Services.** In some cases, recovery and preparation is accomplished by a non-contract funeral home before the Air Force activity is notified or learns of the death. If the remains are then moved to a contract funeral home for reprocessing, dressing, casketing and shipment or delivery to final destination, the mortuary officer who handles disposition of the remains will advise the non-contract funeral home to submit a claim for services rendered. The claim, if reasonable, is paid by that activity. When you cannot determine the amount due the claimant, the claim will be forwarded to HQ AFSVA/SVOM Affairs for review and payment recommendation.

***Section 9E—Payment of Mortuary Supplies and Services.***

**9.20. Use of the Government Purchase Card (GPC).** GPC will be used to pay for mortuary supplies, equipment and non-personal services under the micro purchase threshold (currently \$3,000.00) whenever possible. When there is a mortuary services contract in effect, with a pre-negotiated price of over \$2,500.00, the GPC is authorized for use (AFI 64-117, *Air Force Government-wide Purchase Card Program* paragraph **2.1.2.3**).

9.20.1. Each installation will establish a mortuary GPC account through their MAJCOM or base and coordinate with the base budget office. GPC account is authorized for government to vendor purchases for primary expenses, transportation of remains, accoutrements and clothing. It is prohibited to use the GPC to pay for secondary funeral expenses, flowers, memorial folders and dry cleaning (personal property).

9.20.2. Use of the GPC implies accepted financial pecuniary liability by the user. GPC user will ensure regulatory specifications (PWS) are met (i.e., for caskets, urns and preparation) before payment is made. Payment should be withheld for deficiencies.

9.20.3. Installations must be prompt with receipts and properly itemized invoices; misuse of the GPC can lead to military or civilian disciplinary actions to include prosecution and removal.

9.20.4. Installations may request the use of HQ AFSVA/SVOM's GPC for mortuary supply items, for services involving repatriated remains and USAFA deaths.

**9.21. Payment of Mortuary Expenses.**

9.21.1. Primary Expenses. After an initial death message has been sent, HQ AFSVA/SVOM will verify the death, assign an authorization number and send an authorization letter describing the entitlements specific to each case. Once purchases are complete, mortuary

affairs personnel will fax all GPC expenses to HQ AFSVA/SVOM along with the finalized/completed cost data worksheets. If HQ AFSVA/SVOM authorized the use of its GPC, receipts will be faxed immediately after the purchase. The mortuary officer will ensure correct fund citation and ESP coding for reimbursement by your MAJCOM for authorized expenses.

9.21.2. Secondary and Transportation Expenses. Authorized secondary and transportation of remains expenses will be paid upon receipt of the signed DD Form 1375 and funeral home invoices by submitting a completed SF 1034 through your local finance office.

**9.22. Payment of Reimbursable Services and Supplies.** The mortuary officer at the installation or mortuary arranging for care and disposition of the remains will accomplish DD Form 2065 and obtain supplies and transportation. He or she will coordinate with the mortuary where the remains are prepared to determine the proper amount of reimbursement to collect. Item 14 of DD Form 2065 will be completed with the appropriate Air Force funding classification. (*NOTE:* The charge for mortuary and embalming supplies at a Government mortuary facility is \$9.00 for cases not requiring a blanket and polyethylene sheeting. If a blanket and polyethylene sheeting is required, the charge for mortuary and embalming supplies is \$23.00 dollars).

9.22.1. Cash, cashiers' checks, bank drafts, certified checks and personal checks are acceptable types of payment for mortuary services and supplies. Personal checks will be annotated with the printed name, grade and organization or home address of the writer.

9.22.2. In some instances, there is no sponsor or PADD in the area to complete DD Form 2065. For example, a sponsor or PADD and his or her dependent are killed in a common accident or disaster, or the sponsor or PADD is not in the same geographical area where the dependent died. Make every effort locally to obtain reimbursement even though a DD Form 2065 cannot be accomplished. Promptly advise HQ AFSVA/SVOM of a case that cannot be resolved locally. Do not hold remains outside CONUS pending resolution of reimbursement problems.

**9.23. Depositing Proceeds from Reimbursement.** Reimbursements collected for cost of mortuary services and supplies will be immediately deposited with the servicing Accounting and Finance Office (AFO).

9.23.1. The DD Form 1131 will be used to credit the appropriation and project under which these costs were financed (i.e., D059 for port costs, D046 for transportation, etc). A copy of this form will be sent with the remains to Dover Port Mortuary.

9.23.2. When the sponsor or PADD elects the port to furnish services and supplies, Dover Port Mortuary charges will be deposited to the credit of the port mortuary account through AMC in the same manner.

**9.24. Establishing Accounting Procedures.** The mortuary officer will establish accounts receivable files, implement methods of requesting payment and process delinquent accounts as prescribed in DFAS-DER 177-102. Generally, the retained copy of DD Form 2065 constitutes the basis for an accounts receivable file. AF Form 819, Invoice/Claim, is used as a billing document by the Air Force and is used to request reimbursement for mortuary services. However, a form is very impersonal, so a transit letter should accompany the AF Form 819. Attach a copy of the reimbursement request document to DD Form 2065 in the file. Three requests for payment are made at 30-day intervals with the second and third request sent certified mail, return-receipt requested. Accounts not paid within 90 days of the original billing are sent to the servicing AFO according to DFAS-DER 177.2R. Should any questions arise, the local operating location (OPLOC) should be contacted.

## Chapter 10

### GOVERNMENT MORTUARY FACILITIES

#### 10.1. Air Force Mortuaries.

10.1.1. Air Force mortuaries will be established or closed on the recommendation of the commander concerned and with HQ USAF/AIS's authorization. The establishment and operation of Air Force mortuaries will be coordinated at the departmental level to ensure adequate service and to avoid duplication of armed forces facilities.

10.1.2. Upon receipt of approval to establish a mortuary, commanders will submit a request for morticians through established channels to their servicing central civilian personnel office.

10.1.2.1. Morticians will be employed according to appropriate Department of the Air Force civilian personnel publications, and

10.1.2.2. Morticians will be graduates of an approved accredited institution of funeral service education (Mortuary Arts and Sciences), qualified embalmers and funeral directors licensed to practice within the United States and qualified by ability and experience in the scientific identification of remains.

10.1.2.3. HQ AFSVA/SVOM will train new morticians in Air Force techniques and procedures used in human identification for employment/reemployment in an Air Force mortuary facility.

10.1.3. The general appearance of the mortuary, its furnishings, grounds and surrounding areas will be clean, sanitary and well maintained consistent with other service-type facilities on the installation. The preparation room will be equipped with sufficient mortuary tables, dressing tables, instruments, supplies and equipment for preparation and dressing and there must be suitable space for holding remains prior to shipment.

10.1.4. When remains of Air Force personnel who die in a mass fatality (plane crash, bombing, etc.) are processed at an Air Force mortuary, Dover Port Mortuary staff will complete the appropriate identification forms prescribed in **Chapter 7**, Identification of Remains. If an Air Force Liaison Office is established with HQ AFSVA/SVOM, personnel from SVOM will accomplish the forms.

#### 10.2. Dover AFB Port Mortuary Officer. Will:

10.2.1. Procure specification caskets, urns, and casket shipping containers directly from the manufacturers and stock sufficient quantities of these items to meet mission needs.

10.2.2. Provide specification caskets, urns and casket shipping containers to Army and Navy mortuaries, as needed.

10.2.3. Submit current casket, urn, and shipping container prices to HQ AFSVA/SVOM annually.

10.2.4. Procure and maintain a minimum stock of 200 transfer cases for use in contingencies and emergencies. These cases will be held in reserve for immediate deployment when

needed. Dover's mortuary officer will establish the necessary controls to make sure the deployed transfer cases are returned to Dover Port Mortuary.

10.2.5. Maintain and repair transfer cases (TO 00-80F-2), *Inspection and Maintenance Instructions, Case, Transfer, Human Remains*.

10.2.6. Ensure transfer cases are cleaned and returned promptly to the appropriate overseas mortuary facility. The mortuary officer will account for any cases received in CONUS that are not returned to the owning facility.

10.2.7. Remove and inspect remains arriving in a transfer case for proper preparation.

10.2.8. Prepare unembalmed remains or reprocess remains already embalmed to meet or exceed the Armed Services Public Health Guidelines.

10.2.9. Ensure disinfection and preservative treatment is accomplished prior to providing restorative work, cosmetizing, dressing and casketing of the remains. Cosmetics will be applied only in the amount necessary to produce natural color and texture.

10.2.10. Inspect all remains after embalming, except when death was due to a contagious or communicable disease. Additional preservatives will be applied, as necessary. Remains will not be dressed or placed in the transfer case or casket, until this inspection is completed. Remains will be kept covered at all times except during examination or preparation.

10.2.11. Dress remains in a military uniform or in civilian burial clothing.

10.2.12. Place remains in a specification casket.

10.2.13. Ensure reprocessed remains are inspected prior to being clothed, cosmetized and casketed.

10.2.14. Cremate and inurn cremated remains in a specification urn, if applicable.

10.2.15. Arrange the shipment of remains or cremated remains and transportation of the escort for military remains or cremated remains to the final destination.

10.2.16. Account for and ensure all PE are recorded on DD Form 1076 (**NOTE:** After AF Form 1122 is discontinued) and returned via escort to the PERE.

10.2.17. Advise the receiving funeral home when the remains are scheduled to arrive.

10.2.18. Advise overseas MAJCOM with dates remains are to be shipped to final destination.

10.2.19. Request Mortuary UTCs each AEF rotation, as required, through AMC/A1S to the AEFC Services scheduler.

**10.3. Air Force Facilities OCONUS - Camp Kinser, Okinawa, Japan.** The mortuary officer will:

10.3.1. Procure specification caskets and casket shipping containers directly from the manufacturers, and stock sufficient quantities of these items to meet mission needs.

10.3.2. Submit current casket, urn, and shipping container prices to HQ AFSVA/SVOM annually.

10.3.3. Maintain and repair transfer cases (TO 00-80F-2), *Inspection and Maintenance Instructions, Case, Transfer, Human Remains*.

10.3.4. Remove and inspect remains arriving in a transfer case for proper preparation.

10.3.5. Prepare unembalmed remains or reprocess remains already embalmed to meet or exceed the Armed Services Public Health Guidelines.

10.3.6. Ensure disinfection and preservative treatment is accomplished prior to providing restorative work, cosmetizing, dressing and casketing of the remains. Cosmetics will be applied only in the amount necessary to produce natural color and texture.

10.3.7. Inspect all remains after embalming, except when death was due to a contagious or communicable disease. Additional preservatives will be applied, as necessary. Remains will not be dressed or placed in the transfer case or casket, until this inspection is completed. Remains will be kept covered at all times except during examination or preparation.

10.3.8. Dress remains in a military uniform or in civilian burial clothing.

10.3.9. Place remains in a specification casket.

10.3.10. Ensure reprocessed remains are inspected prior to being clothed, cosmetized and casketed.

10.3.11. When PADD directs cremation, remains will be casketed in a specification hardwood casket and shipped via MILAIR to Hickam AFB, Hawaii; arrange for transportation of remains, cremation of remains and placement of cremated remains in specification urn by the contract mortuary in Hawaii.

10.3.12. Arrange the shipment of remains or cremated remains and transportation of the escort for military remains or cremated remains to the final destination. Ship remains via commercial air transportation to final destination.

10.3.13. Account for and ensure all PE are recorded on DD Form 1076 (**NOTE:** After AF Form 1122 is discontinued) and returned via escort to the Person Eligible to Receive Effects (PERE).

10.3.14. Advise the receiving funeral home when the remains are scheduled to arrive.

#### **10.4. Other Government Mortuary Facilities OCONUS**

10.4.1. Army Facilities OCONUS: Landstuhl, Germany; Vicenza, Italy (Standby) and Seoul, Korea.

10.4.2. Navy Facilities OCONUS: Naval Regional Medical Center, Guam, Mariana Islands; Naval Regional Medical Center, Naples, Italy; Naval Hospital, Guantanamo Bay, Cuba; and Naval Hospital, Rota, Spain.

**10.5. Contract Mortuary Services Overseas.** Contract mortuary services will be used in Anchorage, Alaska and San Juan, Puerto Rico.

**10.6. When Government Mortuary Facilities Are Not Available Overseas.** The nearest Air Force activity (the Air Attaché in the absence of an Air Force activity) will proceed promptly to the place of death and will coordinate with the proper civil authorities on all matters incident to recovery, identification and custody of remains.

**10.7. Specification Casket.** An Armed Services specification 18-gauge, cut-top metal sealer casket, standard size, or a specification solid hardwood casket, standard size, must be used as described in the PWS at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>.

10.7.1. An oversized specification casket will be used when it is demonstrated to the mortuary officer it is required.

10.7.2. The specification solid hardwood casket or a cremation unit (if selected by the PADD) will be used when remains are to be cremated either by the Air Force near the place of death or the CONUS port mortuary or by the NOK at final destination.

10.7.3. HQ AFSVA/SVOM should be contacted for guidance in those rare cases when local, state, or federal health regulations or authorities require viewable remains are casketed in a glass window sealer casket.

**10.8. Procurement of Infant and Child Caskets.** Air Force mortuaries will obtain infant and child caskets up to 5 1/2 feet in length from their servicing Army and Air Force Exchange System (AAFES) facility. They will coordinate with AAFES on the casket sizes and quantities that should be stocked to meet mission needs. The actual procurement of infant and child caskets will be arranged between the family (sponsor or PADD) and the mortician.

**10.9. Transfer Cases.** The reusable aluminum transfer case (NSN 9330-00-823-9805) will be used to return remains to the Dover Port Mortuary.

10.9.1. The branch of service accomplishing the preparation of the remains will provide the transfer case, regardless of the deceased member's parent service.

10.9.2. The Air Force mortuary facility outside CONUS that's responsible for preparation of remains will procure and maintain a sufficient number of transfer cases to meet mission requirements.

**10.10. Shipping Containers.** Use casket-shipping containers furnished by the Port Mortuary Facility or by contractors that conform to the Performance Testing Specifications requirements of the air carrier and subsequent connecting carriers. In the case of an overseas shipment, provide a shipping container meeting the requirements of the air carrier(s) and the overseas countries involved.

**10.11. Armed Services Public Health Guidelines.** Mortuary services practitioners will follow the Armed Services Public Health Guidelines when preparing the remains of personnel covered under this instruction. Refer to <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12> for the Armed Services Public Health Guidelines.

## Chapter 11

### MASS FATALITY MANAGEMENT

#### *Section 11A—General Mass Fatality Policy*

**11.1. Purpose.** This chapter assigns responsibilities and prescribes policy responding to Mass Fatality Incidents (MFI). AMCMAN 34-501, *Mass Fatality Management* provides additional guidance on the MFI process.

**11.2. MFI Defined.** A Mass Fatality Incident (MFI) is the occurrence of multiple deaths, normally five or more.

11.2.1. Mass fatality incidents can easily cross military service boundaries and involve military, dependents, Department of Defense (DOD) civilians, US civilians, and/or foreign nationals.

11.2.2. Potential scenarios include aircraft mishaps, large vehicle mishaps, explosions, natural disasters, terrorist activity and armed conflict.

11.2.3. The Services commander of the installation nearest the incident or the commander in the overseas command responsible for the area where the incident occurs will be responsible for search and recovery operations.

**11.3. Mass Fatality Operating Locations.** Depending upon the incident, mass fatality remains processing operations could be conducted in the field, a civilian facility or at the Dover AFB Port Mortuary. Dover AFB facility has the capability to expand for processing human remains during mass fatalities and is the preferred location for conducting mass fatality support. If the incident occurs outside an Air Force installation and local authorities will not relinquish jurisdiction, a plan for processing remains locally must be developed.

**11.4. Funding.** Installations will use their own O&M funds to fund immediate requirements and request reimbursement through their MAJCOM (paragraph [11.8](#)).

**11.5. Mass Fatality Management Plans.** Installations and Air Force mortuaries will develop a contingency plan to support peacetime mass fatality incidents. Installation mortuary officers should refer to [Section 11E](#) for the key elements to include in their mass fatality management plans.

#### *Section 11B—Mass Fatality Roles and Responsibilities.*

**11.6. HQ USAF/A1S.** Will:

11.6.1. Ensure appropriate Air Force resources are made available to support a mass fatality operation for Air Force incidents or as requested by other agencies.

11.6.2. Determine if the Mass Fatality Reporting Cell (MFRC) will be activated to keep Air Force Senior leadership informed of the status of remains processing.

**11.7. HQ AFSVA/SVOM.** Will:

11.7.1. Coordinate with DIRECTORATE OF MANPOWER, PERSONNEL AND SERVICES A1 to initiate a mass fatality operation at the Dover Port Mortuary.

11.7.2. Provide mortuary technical assistance and expertise.

11.7.3. Inform AFME and/or FBI Disaster Squad of requirement for identification of remains and investigation of deaths.

11.7.4. Serve as AF Liaison at the Dover AFB Port Mortuary.

**11.8. MAJCOM/SV.** Will coordinate funding support for mass fatality incidents through MAJCOM FM, HQ AFSVA/SVOM, and HQ USAF/A1S.

**11.9. HQ AMC/A1S.** Will:

11.9.1. Direct the expansion of the Dover Port Mortuary's capabilities to meet mass fatality requirements as requested by HQ USAF/A1S, HQ AFSVA/SVO, or AFME.

11.9.2. Provide port mortuary facilities where remains are embalmed, and shipped.

11.9.3. Ensure airlift is provided for movement of remains, personnel, equipment and supplies.

11.9.4. Support the MFRC with facilities and equipment.

11.9.5. Source UTCs for AEF tasking for mortuary augmentees.

**11.10. The Mortuary Officer (at the installation providing S&R).** Will:

11.10.1. Develop and implement a Mass Fatality Management Plan as part of the overall base mortuary plan.

11.10.2. Track MFI expenses and request additional funding from MAJCOM/SV to support the mission.

**11.11. Dover AFB Port Mortuary.** Will:

11.11.1. Manage a mass fatality (AMCMAN 34-501).

11.11.2. Provide mass fatality reports to HQ USAF/A1S and other Air Force and DOD agencies, as required.

**11.12. Dover AFB Port Mortuary Service Liaison Officer** Will:

11.12.1. Interface with the Dover AFB Port Mortuary Control Center regarding their Service remains.

11.12.2. Collect medical/dental records requested and deliver them to Dover AFB Port Mortuary Control Center.

11.12.3. Coordinate with the Dover AFB Port Mortuary Control Center to provide status of remains processing.

11.12.4. Provide status and means of identification and collect identification documents.

11.12.5. Obtain disposition instructions to include casket preference, uniform/dress requirements, special escort information, and shipment information.

11.12.6. Provide information to the Port Mortuary Director on all issues regarding entitlements, travel, escorts, and waivers.

- 11.12.7. Provide resource management information to the Port Mortuary Director on service specific financial issues.
- 11.12.8. Arrange for escorts to accompany their Services' remains to final destination.
- 11.12.9. Brief escorts on duties and decorum expected during execution of their duty.
- 11.12.10. Receive personal effects of their Services' remains from the Port Mortuary Operations branch. Take appropriate action to return the personal effects requested by the PERE or to the personal effects depot if established, based on their Service directives.
- 11.12.11. Assist the Dover AFB Port Mortuary with sourcing uniforms, uniform accouterments, undergarments, ribbons, nametags, and insignia when projected number of remains exceeds the number of uniforms typically stored at Dover Port Mortuary.
- 11.12.12. Ensure embalmed remains are dressed in proper military uniform or civilian clothing, depending upon their status.
- 11.12.13. Ensure all military awards, decorations and insignia are current and properly displayed.
- 11.12.14. Ensure the dressed remains are placed in a casket, the casket is placed into a shipping container, and the exterior of the shipping container is clearly marked to indicate the contents by name, tracking number, etc.
- 11.12.15. Ensure remains are transported to final destination.
- 11.12.16. Assist with supervision of own service component members augmenting the Dover AFB Port Mortuary.
- 11.12.17. Ensure Service-specific information is reported per Service requirement.

### ***Section 11C—Port Mortuary Augmentation***

#### **11.13. AF and Other Service Augmentation.**

11.13.1. The Director of the Dover AFB Port Mortuary may request manpower augmentation when the workload justifies additional requirements. **Table 11.1** is designed to provide starting place for short-term mass fatality incidents, i.e., Pentagon, Gander, etc. The Director will continuously re-evaluate additional manpower requirements taking into consideration 24/7 operations, projected length of operation (days, weeks), condition of remains, etc. The Director will request additional augmentation (additional UTCs or Service) via AMC/A1S.

**NOTE:** For long-term operations, e.g., OIF/OEF, **Table 11.1** provides a start point for manpower requirements to be handled via the AEF rotation, but the Director must continuously evaluate all factors and request additional manpower via AMC/A1S, as needed.

11.13.2. The liaison may be rotated on a recurring basis as determined by the service. Lead service liaisons may request augmentation with whatever grade military or civilian their respective service deems appropriate.

**Table 11.1. Port Mortuary Augmentation UTCs.**

Remains Awaiting Processing	Air Force UTC Structure			Cross Service Augmentation			
	Lead	Augmentation	Total	Liaison	Officer	Enlisted	Total
6-50	LWRRJ (1)	LWRRK (4)	25	2	04-1	E5-1	2
51-100	LWWRJ (1)	LWRRK (2)	40			E7-2 E5-3 E3-5	12
101+		LWRRK (2)	50		03-1	E3/4-9	22
<b>NOTE 1</b>	LWRRJ/LWRRK/LWRRM/LWRRN UTCs support the Dover AFB Port Mortuary and/or other mass fatality operations and the Air Force Survivor Assistance program.						
<b>NOTE 2</b>	Port Mortuary teams, to include disposition and in-place personnel, attend training at the Dover AFB Port Mortuary on a bi-AEF-cycle basis .						
<b>NOTE 3</b>	Port Mortuary personnel who work in a real-world mass fatality incident at a port mortuary will receive credit for their training requirement. Copy of orders will be the source document to reflect participation in a real-world mass fatality incident.						
<b>NOTE 4</b>	Port Mortuary personnel will complete initial ancillary training, then again as required by MAJCOM or on a just-in-time basis.						
<b>NOTE 5</b>	Port Mortuary personnel are required to receive the core (part-1) Services portion of HST (sanitation, immersion heater, M-2, M-59, feeding/meal prep, fitness and sports) to maintain familiarity and currency in Services wartime tasks.						

<b>NOTE 6</b>	<p><b>Air Force UTC Structure</b></p> <ul style="list-style-type: none"> <li>- LWRRJ: 5-Person Lead team, initial management and operational team.</li> <li>- LWRRK: 5-Person Augmentation team--operates Remains processing, uniforms,.</li> </ul> <p><b>PE and support functions—AF will reduce the number of LWRRK teams in proportion to augmentees provided by the Service</b></p> <p>Sister Services will support Uniform, PE, and Remains processing support commensurate with the number of remains from their respective service upon AF request. Support strength does not include AFME, FBI, and other medical support.</p>
<b>NOTE 7</b>	<p><b>Port Mortuary Director may ask for licensed personnel augmentation from Services for more than 25 remains in a short term incident or or in the event of long-term operations,</b></p>

**Section 11D—Disposition of Personal Effects.**

**11.14. Handling and Disposition of Personal Effects (PE).** PE of the deceased in a mass fatality incident will be recovered, identified, and disposed of per AFI 34-244. The volume of and commingling of PE in a mass fatality incident makes collection and determination of ownership more time consuming and difficult than in a case of individual death. This is done concurrent with the recovery, identification, and disposition of the remains from the incident. Disposition of PE for each deceased can require actions at multiple locations in addition to the MFI site. For instance, PE located at a deceased military person's home station (when the family does not reside there), temporary duty location, or other places under military jurisdiction must be collected, inventoried, and transferred to the PERE. Incidents involving large numbers of deceased may require the mortuary affairs executive agent to establish a PE depot. In this case each service with deaths will provide members to the PE depot to act on behalf of their service decedents.

11.14.1. Security of PE will be ensured from initial recovery to final disposition. A secure work area is needed for sorting property (hangar, fitness center, etc.) and secure storage is mandatory (vans, lockers, safes, etc.) particularly for high value items such as computers, electronics, cameras, and jewelry.

11.14.2. A SCO will be appointed for each deceased military member, usually from personnel assigned to the member's home station. The SCO is responsible for collecting, securing, inventorying, and disposing of personal property of the deceased that is under military jurisdiction.

11.14.3. PE Retained as Evidence. PE may be retained as evidence by civil and/or military law enforcement or investigative authorities until no longer needed.

11.14.3.1. Civil Agencies. Civil law enforcement and investigative agencies have their own policies and procedures for disposing of evidence, including PE. The SCO should advise the PERE that queries concerning PE held by nonmilitary agencies should be sent to each applicable agency. The SCO will provide the PERE with the agency's physical evidence custodian's name, mailing address, and telephone number.

11.14.3.2. Military Agencies. The SCO will contact the physical evidence custodian of the military law enforcement or investigative agency and advise the custodian when PE is released as evidence, the PE will be turned over to the SCO for disposition as prescribed by Federal statute and Air Force instructions.

11.14.3.3. Air Force Office of Special Investigations (OSI), or Security Forces Investigations (SFOI) may return the property directly to the authorized recipient rather than the SCO.

### ***Section 11E—Mass Fatality Plans***

**11.15. Mass Fatality Plans – Required Elements.** Installation mass fatality plans will include the following elements:

11.15.1. Establishment of command and control. This includes procedures for activating a unit control center and identifying organizations and personnel to notify in the event of a mass fatality.

11.15.2. Situation Assessment. Situation assessment considerations should include location of the incident, type of incident, number of personnel involved, who has jurisdiction over the remains, whether MOUs or agreements with local authorities are in place or are required. For incidents that occur OCONUS, Status of Forces Agreements (SOFAs) or other local agreements may govern how operations are conducted.

11.15.3. Identifying Operating Locations or Facilities. Consider the following phases when identifying locations in the plan, keeping in mind that all phases might be handled in a single location:

11.15.3.1. Decontamination, if required.

11.15.3.2. Identification.

11.15.3.3. Processing.

11.15.3.4. Preparation location site – initial and reprocessing, if required.

11.15.3.5. Handling PE. **NOTE:** If it's a joint operation, the Army (the executive agent) will establish or assist with a PE depot.

11.15.4. Communications Requirements. Identify possible communications needed to communicate between and among the various agencies and headquarters, as required. (Cell phones, telephones, HF/UHF/VHF radios, handheld portable radios, fax machines with secure transmission capability, etc).

11.15.5. Records Collection Procedures. Refer to **Chapter 7** for identification records and **Chapter 3** for personal information.

11.15.6. Required Supplies and Equipment. Determine what's needed for the operating locations and for S&R operations. (For S&R supplies, see **Chapter 6**). Identify procedures and resources for procuring emergency supplies and equipment quickly.

11.15.7. Search and Recovery Procedures. Include local requirements not covered in Chapter 6.

11.15.8. Identification of Remains. Ensure ID facility, security procedures and sources of refrigerated storage are identified. Refer to **Chapter 7** for identification policy.

11.15.9. Preparation of Remains. Include procedures for preparing multiple remains in the local area. Identify additional funeral homes and procedures needed to request single use contracts.

11.15.10. Disposition. Develop procedures for handling more than five decedents, to include:

11.15.10.1. Obtaining disposition instructions in a mass fatality scenario.

11.15.10.2. Determining authorized entitlements.

11.15.10.3. Arranging honors (if authorized and requested).

11.15.10.4. Shipping remains and arranging funeral travel for eligible relatives.

11.15.10.5. Arranging for an escort (for active duty decedents).

11.15.10.6. Ensuring FLOs are appointed.

11.15.10.7. Arranging for SCOs to handle disposition of personal property and effects (AFI 34-244).

11.15.10.8. Records handling – forms, multiple mortuary case files.

11.15.11. Demobilization. When the mass fatality mission has been completed and all deceased personnel have been identified, processed and returned to the PADD for interment, the operation can begin demobilization.

11.15.11.1. All rented or borrowed equipment at the processing and preparation location will be returned to its owning agency/unit.

11.15.11.2. All personnel involved in the mass fatality operation will receive a CISM debrief prior to returning to their regular duties.

11.15.11.3. Personnel involved in the return of personal effects, however, will maintain contact with recipients until all effects are returned.

11.15.11.4. After-action reports will be completed by the OIC of the operation each organizational element on his/her staff will prepare an after action report for higher headquarters information and review.

## Chapter 12

### MORTUARY AFFAIRS IN CONTINGENCY OPERATIONS

#### *Section 12A—General Policy.*

**12.1. Purpose.** This chapter provides policy for mortuary affairs in contingency operations and the prescribed processes for Mortuary Affairs Collection Points (MACP), temporary storage or interment and handling contaminated remains. This policy is derived from JP 4-06, *Joint Tactics, Techniques, and Procedures for Mortuary Affairs in Joint Operations*. Mortuary operations in a contingency environment will be subject to host nation agreements and executed IAW the American, British, Canadian, and Australian (ABCA), QSTAG 655, *Handling Deceased Personnel in a Theater of Operations*, and NATO STANAG 2070, *Emergency War Burial Procedures*, where applicable. Mortuary affairs support may also be required to support any unexpected CONUS contingency operations.

**12.2. Overview.** The goal of the mortuary affairs program during contingency operations is to ensure remains are returned to CONUS as quickly as possible to preserve remains for identification and preservation of evidence of death. All contingency operating locations will operate under the Current Death Program during regional contingencies until such time the mortuary affairs executive agent declares implementation of the Concurrent Return Program defined in paragraph 1.2.2. If it is not possible to return remains in a timely manner, the theater commander may implement temporary refrigerated storage or interment.

12.2.1. War Mobilization Plan (WMP) 1, Services Supplement, AFH 10-247, Vol 4, and the Prime RIBS Home Station Training (HST) and Services Combat Training (SCT) courses provide additional guidance on mortuary affairs in a contingency environment.

12.2.2. Mortuary Equipment. Designated lead teams will deploy with the initial Mortuary Kit (LWRRG) to include human remains pouches, mortuary forms, and S&R equipment and supplies to support limited S&R operations in the AOR. **NOTE:** The equipment in the LWRRG kit differs from the equipment used at the MACP, which comes from pre-positioned War Reserve Materiel (WRM).

**12.3. Scope of the Mortuary Program in Contingency Operations.** The mortuary affairs program in a contingency environment will provide support across the full spectrum of military operations to include:

12.3.1. S&R, tentative BTB identification, evacuation of remains and when required, temporary refrigerated storage or interment, disinterment and return of deceased military, civilian and allied personnel, detainees and enemy dead.

12.3.1.1. All management and lead UTC personnel will be trained on wartime/contingency S&R procedures (LWRR4, R5, and RA) (paragraph 6.4.5.4).

12.3.2. Establishment and operation of MACP, theater mortuary evacuation points (TMEPs), military mortuaries, and interment sites.

12.3.3. Collection, inventory, storage, and processing of personal effects of deceased and missing US and enemy personnel IAW AFI 34-244, Chapter 5, Wartime Personal Effects Office Procedures.

12.3.4. Operation of the Dover Port Mortuary (paragraph 10.2).

12.3.5. Preparation and coordination of the shipment of remains for final disposition.

12.3.6. Response to mass fatality incidents (**Chapter 11**).

#### **12.4. Contingency Mortuary Support - Other Categories of Personnel**

12.4.1. Dependents and US Civilians. Dependents and US civilians accompanying or employed by US forces will be processed in a manner similar to US military personnel. All records and reports required for military members will be used.

12.4.2. Allied, Detainees and Enemy Deceased. Existing standardization agreements will be used whenever possible. If agreements do not exist and the US is the lead nation, US policy should have primacy. If agreements do not exist and another nation is the lead, US policy would apply only to US forces and citizens, unless otherwise adopted by the multinational force. Under these circumstances the same records and reports will be used as for US military. Interment, if required, will be separate for allied, detainees and enemy dead. PE of allied personnel will be processed IAW standing agreements or per current mortuary affairs procedures if no agreements exist.

12.4.3. POWs. Processing of POWs will be IAW the Geneva Conventions.

12.4.4. Transfer to Host Country. When arrangements are made to transfer remains and PE to the host country or to an allied nation, mortuary officers will document the transfer in the mortuary officer log of events. The mortuary officer will also provide information for all enemy, detainees or allied deceased transferred from temporary interment sites for which they have responsibility to the Theater Joint Mortuary Affairs Office (JMAO).

**12.5. S&R Operations.** While the service component with mortuary affairs executive agent responsibility is the lead for S&R in the theater of operations, bed down locations with Air Force base operating support (BOS) responsibility may be required to conduct S&R in support of incidents on/near their installation for minor incidents with two or less casualties. HQ AFSVA/SVOM will determine whether a FSRT team is required. As a guideline, incidents with three or more commingled remains will likely require FSRT team. Prior to conducting any S&R operations, the mortuary officer must contact the Component Headquarters Services staff. The Component Headquarters staff will coordinate with the mortuary affairs executive agent to determine who will conduct the S&R. When it has been determined that Air Force personnel will conduct S&R operations, the following policy applies:

12.5.1. Services personnel will manage S&R operations and task members of other organizations as augmentees.

12.5.2. S&R may only be conducted under conditions that do not endanger the S&R team. Under hostile conditions, installation commanders will determine when it is safe to begin S&R operations. Under non-hostile conditions, EOD, CBRN and Security Force personnel will determine if/when the area is safe to conduct S&R operations. **NOTE:** In a contaminated environment, FSRTs should limit S&R operations to the minimum processes required to remove remains from the field. Personnel must wear the appropriate protective gear required for the operation. Treat all remains as contaminated. Consult CE Readiness personnel and follow appropriate personal decontamination procedures at the conclusion of S&R operations.

12.5.3. Units conducting recovery operations in the AOR must take special precautions to preserve all items that might be useful in establishing a tentative identification of remains. When performing recovery operations, use any means available to cover all remains and portions of remains recovered. PE will not be removed from remains at the mishap site. This will include official cards (line badge) and papers, nametags, and accouterments. These items will be left on/with the remains to preserve identification evidence. Only weapons, ordnance, and/or classified material may be removed from the remains. Coordinate with Security Force/EOD personnel for removal.

12.5.4. The mortuary officer will coordinate with Bioenvironmental Engineering (BE) to determine PPE requirements for S&R.

12.5.5. The mortuary officer will coordinate with the CE to determine if a GPS capability exists to plot remains and personal effects locations.

12.5.6. If the recovery must be completed expeditiously, due to possible hostilities or unsafe conditions, **-R**” or **-P**” (remains portions) and **-E**” (personal effects) numbers will not be used. If there is sufficient time, the following **-Tagging and Bagging**” process will be used.

12.5.6.1. Each stake will be marked with an **-R**” or **-P**” number (example, R-1), using consecutive recovery numbers for each stake.

12.5.6.2. If GPS is available the location of each portion of remains and PE will be plotted. GPS coordinates will be annotated on both remains/PE tags. If GPS is not available, hand drawn maps or sketches will be used to plot the location of remains and PE.

12.5.6.3. Two tags will be used for each remains (or portion thereof) and PE found. GPS coordinate must be written on both tags (if no GPS capability--the R or P-number should be written on both tags). One tag will be attached to the remains or PE. The second tag will be attached to the human remains/PE bag.

12.5.6.4. The remains will be placed in a human remains pouch or plastic bag. Minimize handling to prevent damage. Examine the ground beneath the remains and immediate area to assure all portions are recovered.

12.5.6.5. Place PE found near the remains in a plastic bag and place in the same human remains pouch. Place all other PE into a separate human remains pouch.

12.5.6.6. Personal belongings found loose at the site will be annotated on the site map and placed in plastic bags secured with wire tie shipping tags. There should not be any attempt to re-associate personal property or accouterments found loose at the mishap site until the remains are processed and identified.

12.5.6.7. Remains must be refrigerated at a temperature of 38 to 40 degrees Fahrenheit or 3.3 to 4.4 degrees Centigrade. If refrigeration equipment is not readily available, pack bagged remains in ice or ice packs in insulated chests or in a transfer case, depending on size of the remains; ice will not be placed directly on remains.

12.5.7. The FSS commander/OIC should keep the Air Force Component forward staff informed of the status of recovery.

12.5.8. S&R will be terminated upon direction from the on-scene commander.

12.5.9. Remains and PE should be evacuated as soon as possible to the nearest Theater Mortuary Evacuation Point (TMEP) for onward movement to a Government mortuary.

***Section 12B—Contingency Mortuary Operating Concept (Flow of Remains).***

**12.6. Casualty Collection Point (CCP).** The CCPs are normally located near a medical facility and managed by medical personnel. A FSS representative will normally coordinate with the CCP to begin actions to receive the dead.

12.6.1. At CCP, a competent medical authority is required to declare death. Declaration of death should be recorded on appropriate medical form or tag. The word “~~draft~~” should be placed on the death certificate. During instances where remains arrive directly at the MACP, a competent medical authority will be called upon to pronounce death. Physicians in the field should provide information on cause of death, if known (e.g., gunshot, blunt trauma). Final determination as to positive identification of remains and the cause and manner of death rests with the Office of the AFME.

12.6.2. Remains suspected to have unexploded ordnance (UXOs) must be reported to the CE representative in the Emergency Operations Center (EOC).

12.6.3. While waiting for transportation, mortuary personnel will ensure remains are laid shoulder to shoulder and screened to prevent them from public view. Mortuary personnel will also coordinate with security forces if needed, to assist in preventing the theft of PE, equipment, and to keep unauthorized persons away from the area.

12.6.4. Transportation will provide FSS mortuary personnel with a covered vehicle to transport remains from the CCP to the MACP. Remains will be carried feet first at all times. While loading remains, an attitude of reverence and respect will be maintained at all times. Remains loaded on vehicles and aircraft will be loaded feet first. Remains will be secured to prevent shifting during movement.

**12.7. Mortuary Affairs Collection Point (MACP).** The MACP’s main purpose is to move remains, along with accompanying PE, to the Dover AFB Port Mortuary as quickly as possible for processing and identification (bag, tag, encase and ship).

12.7.1. Site Selection. MACP should be physically separated from the main living and working areas. It should have natural or artificial cover (trees, hills, unused ISO containers) and be screened from view. There should be an access road for vehicles. Sufficient space must be made for processing and holding areas. A perimeter will be established to prevent unauthorized personnel and news media from entering the area. If there is a possibility remains may contain UXOs, provide sandbags and revetments for emergency areas of protection and for general blast protection.

12.7.2. Morgue Requirements. Most field mortuary operations use a four-section TEMPER tent or Small Shelter System to support MACP operations. The site will also require a 275 cubic foot refrigerator for remains storage. It may require a power generator if normal site power is not available during processing. MACP will also require adequate lighting, a water supply, access for truck and forklift operations, good drainage and runoff protection and ventilation. Depending upon the location and temperatures, an environmental control unit (ECU) may be required during processing. A contaminated waste collection point may also be required.

12.7.3. MACP Layout. Ideally, the receiving, processing and evacuation sections should be established in separate areas to avoid confusion. Refer to JP 04-06, Appendix A for detailed information on facility layout.

12.7.4. MACP Planning for Bio-Defense. Because of the increased terrorist threat of biological warfare, planning for the operation of a MACP in a biological environment must be considered as part of the Base Bio-Defense Plan. Use of Mission Oriented Protective Posture (MOPP 4) equipment meets personnel safety requirements, until specific Bio-Defense protective equipment/gear has been developed and fielded.

**12.8. Mortuary Personnel MACP Responsibilities.** Mortuary personnel will collect and preserve identification information, operate the MACP, and prepare the remains for shipment. Recovery of remains to either CCP or MACP should be accomplished through the medical evacuation system or the “Buddy Care” system. If remains are delivered to the CCP instead of the MACP, it is the responsibility of the MACP or the mortuary CCP augmentees to collect remains from the CCP and transport them to the MACP.

**12.9. The MACP Process.** Personnel at MACP will accomplish the tasks in paragraphs **12.9.1** through **12.9.13** However, if an aircraft is departing within two hours (or before remains can be processed), remains will be shipped without processing.

12.9.1. Verify EOD personnel have checked for unexploded ordnance and other hazardous items prior to entering the receiving area.

12.9.2. Record required information on the DD Form 1077, *Collection Point Register of Deceased Personnel* and confirm the actual number of remains being delivered. The DD Form 1077 is a daily log of all remains the MACP receives. A new DD Form 1077 will be prepared each day the MACP is in operation.

12.9.3. Leave clothing, personal effects, and gear (i.e., helmets, vests, safety equipment, or organizational equipment) on the remains to aid in identification and investigation at the port mortuary (including the chemical warfare defense ensemble). All items on the remains, except weapons, munitions, classified documents, and hazardous material, are to be shipped with the remains; do not wash remains.

12.9.4. Armed personnel who become casualties should be relieved of their weapons, ammunition, and munitions by personnel from their unit prior to arrival at CCP or MACP if safe to do so. Unit members should return these items to the unit armory, aircrew life support section, or appropriate storage area. If mortuary personnel discover weapons or ammunition, ensure they are secured IAW 31-101, *AF Installation Security Program* and the unit of the deceased responds as soon as possible to account for the weapons. Always notify EOD personnel or the EOC if unexploded ordnance is discovered during remains processing.

12.9.5. Complete two tags for every HRP. On one side of the evacuation tag include the remains BTB last name, first name, initial, SSN or “unidentified”. On the reverse side, include the evacuation number (a sequential number given to each remains during the current calendar year), MACP branch of service, the MACP unit and number, and the seal number that will be used to seal the HRP.

12.9.5.1. If remains are fragmented record the word "Portions"; beneath "Portions", write the sequential number of portions " of \_\_\_\_". The reverse side is completed the same as for remains in paragraph 12.9.5

12.9.6. Record the evacuation number, date remains were received, the "BTB" name and SSN, if available, (or identified) on the reverse side of the DD Form 1077.

12.9.7. Place unwashed remains in HRP. Use separate pouches for each fragment and do not commingle fragmented remains unless they were received commingled, or confirmed to be one decedent. **NOTE:** Do not fingerprint or perform dental charting in a field environment as it may cause loss of forensic evidence. Dental charting and fingerprinting will be performed at the Dover Port Mortuary.

12.9.8. Attach one tag to the remains and one tag to the remains pouch. When placing several fragmented remains, each portion must be tagged. HRP must also have an evacuation tag on which the words "Portions" is written and beneath it the total number of portions contained in the HRP. The reverse side is completed as in paragraph 12.9.5

12.9.9. Place the plastic pouch with the death certificate and other pertinent information into the remains pouch. Close and secure the remains pouch with a plastic fastener.

12.9.10. Coordinate with Security Forces if assistance is required to guard remains until they are shipped to either a TMEP, OCONUS mortuary or Dover Port Mortuary.

12.9.11. When remains are ready to be shipped, place them into a transfer case and put ice around the pouch. Ensure the ice does not come in direct contact with the remains. The transfer cases will not be draped with a flag from the AOR to the port mortuary (this will avoid draping a transfer case of coalition or enemy dead with an American flag).

12.9.12. Record the shipment information (date, shipped to) on DD Form 1077. Also record the shipment on DD Form 1075, *Convoy List of Remains of Deceased Personnel*. The aircraft commander or vehicle driver must sign for the remains on DD Form 1075.

12.9.13. At the end of each day, the Services Control Center will provide higher headquarters with a SITREP of the day's mortuary affairs activity. Record all evacuation numbers received and shipped on the report. Continue reporting these numbers on future SITREPs until notification of the remains have arrived at the Dover Port Mortuary. Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports.

**12.10. Theater Mortuary Evacuation Points (TMEPs).** TMEPs are established to evacuate all remains and accompanying PE to a government mortuary. Personnel at the TMEP will:

12.10.1. Receive remains (and accompanying PE, clothing and gear) from any theater location and record them on the DD Form 1077.

12.10.2. Perform quality assurance checks on existing documentation and/or initiate complete and obtain required processing documentation.

12.10.3. Prepare remains for evacuation and/or ice the remains, when practical until transportation can be arranged. **NOTE:** Do not wash the remains, clean the fingers for fingerprinting or fingerprint the remains.

12.10.4. Arrange airlift and initiate all required shipping and special handling documents.

12.10.5. Record the shipment on DD Form 1075.

12.10.6. Transport transfer cases to the AMC special handling area to be palletized. Transfer cases should be tied down with no more than three transfer cases per pallet. Do not stack transfer cases on pallets. **NOTE:** Transfer cases should be loaded onto the aircraft feet first and turned once inside the aircraft so the remains are stowed in the aircraft head first towards the nose of the aircraft. Ensure the head is higher than the feet. This will normally be accomplished by stowing the case on the aircraft or pallet in a level position. No other cargo or miscellaneous items besides other human remains may be placed on top of human remains. Remains should be offloaded feet first, (AMCI 24-101 V11, *Military Airlift – Cargo and Mail*).

12.10.7. Document evacuation numbers in the SITREP.

**12.11. Aerial Port: (Services Augmentation).** **NOTE:** Remains may flow directly to Dover AFB Port Mortuary.

12.11.1. Aerial port will receive remains from the TMEP, record them on DD Form 1077 and ice remains for shipment if practical.

12.11.2. Remains will be shipped to Dover AFB Port Mortuary.

12.11.3. Shipment will be recorded on DD Form 1075 and evacuation numbers will be documented in the SITREP.

**12.12. Dover Port Mortuary.** Port Mortuary specialty teams will receive remains at port mortuary at Dover AFB. Members will be given port mortuary training for the tasks being performed at the mortuary. Personnel at Dover AFB Port Mortuary will:

12.12.1. Receive remains and record them on DD Form 1077.

12.12.2. Inventory and process PE on DD Form 1076 (**NOTE:** After AF Form 1122 is discontinued).

12.12.3. Identify remains. (Identification will be accomplished at Dover Port Mortuary by the AFME). Only tentative identification BTB information is collected at TMCP.

12.12.4. Determine the manner and cause of death AFME.

12.12.5. Prepare and casket the remains, complying with disposition instructions from the PADD.

12.12.6. Identify escorts.

12.12.7. Ship remains and PE per disposition instructions.

### ***Section 12C—Temporary Storage or Interment in the AOR***

**12.13. Emergency Interment.** Emergency interment is an interment, usually on the battlefield, when conditions do not permit either evacuation to a MACP or TMEP. Sometimes referred to as hasty burial, it may occur when intense hostilities prevent evacuation of remains and burial is an emergency means of preserving remains or preventing them from falling into enemy hands. It may amount to little more than hiding and recording the location of remains so they can be safely recovered later. It is the only situation in which temporary interment can occur without theater commander direction. In such case, the decision to temporarily inter can be made by the senior

military member (officer or enlisted) on scene. If so, immediately meet with CE to finalize layout and begin excavating a temporary interment site. It is imperative to record the location of the emergency burial so that the remains can be found and disinterred as soon as possible.

**12.14. Temporary Interment.** Temporary interment is only permitted as a last resort. Every effort will be made to evacuate remains as soon as possible. Situations that may require temporary interment include weapons of mass destruction, hostilities, transportation shortages, a large number of remains that could overwhelm manpower capabilities, insufficient capability to decontaminate remains or insufficient refrigerator space. Unit commanders must obtain permission from the geographic combatant commander to conduct temporary interment operations.

12.14.1. When circumstances warrant temporary interment, recovery operations will be conducted as soon as possible.

12.14.2. When interment is required separate interment sites should be established for burial of allied, detainees and enemy deceased to aid in later disinterment operations. When arrangements are made to transfer remains to the host country or to a friendly nation, commanders will maintain records of the transfer and provide information for all allied, detained or enemy deceased transferred from temporary interment sites for which they have responsibility.

**12.15. Selection of Temporary Interment Site.** The site should be level, free of large obstacles, away from main roads and populated areas, not in a flood zone and have adequate soil depth to the water table. CE will determine what equipment is available on station that will be adequate to the task given types of soil and local conditions. Ensure the layout is site specific and they do not try using strictly book values for spacing and depth. CE must provide enough space between rows to prevent equipment from caving in or sliding into the trenches when excavating and while covering the remains. They may also have to assist Services personnel for placement of row markers. At established/mature contingency bed downs, the location of temporary burial sites should be determined in advance. Primary and alternate sites for temporary burial locations should be clearly identified using grid coordinates. Site selection should be coordinated between CE and FSS.

12.15.1. Interment Site Dimensions. Temporary burial sites do not contain individual graves, but will consist of straight rows (trenches). The number of remains you have will determine how many sites you will need. No more than 10 remains, head to foot lengthwise, will be placed in each trench. The rows will be 70 feet long, 3 ½ feet deep and 3 feet wide. For contaminated remains, the depth should be 6 1/2 ft and trenches should be 80' long. A distance of 3 feet between trench rows will be maintained. Base CE will provide mechanical trenching or other earth moving equipment, with operators. Separate rows will be used for US, allied, and enemy dead.

**12.16. The Temporary Interment Process.** Mortuary personnel will:

12.16.1. Meet personnel transporting remains and obtain documentation and information on the remains. If a list of remains is present, remains should be verified as they are offloaded. Upon verification, mortuary personnel will sign for remains.

12.16.2. Initiate the DD Form 1079, *Interment/Disinterment Register*.

12.16.3. Report remains suspected to have UXOs to the EOC.

12.16.4. Leave clothing, gear (including helmets, vests, safety equipment, or organizational equipment) and personal effects on remains to aid in identification at the port mortuary to include the chemical warfare defense (CWD) suit. All items on the remains, except weapons, munitions, classified documents, and hazardous material, are to be shipped with the remains.

12.16.5. Assign each remains an interment processing number by using the next sequential number from the DD Form 1079, Block 5. Use one page of DD Form 1079 for each row of 10 remains. The number consists of an accumulative number and the current calendar year, e.g., 03-0024-2005 (row 3, remains number 24, calendar year 2005).

12.16.6. Record information (interment processing number, date received and BTB-Name and SSN if available) on DD Form 1079.

12.16.7. Place remains in a body bag; when bags are not available, they will be wrapped in a poncho or plastic. Two tags will be completed (use metal tags if available), each with the interment processing number. Tags will be attached as follows: One to the remains and one to the HRP. **NOTE:** If remains are fragmented, attach a tag to each portion of the remains recovered. Use the evacuation number to identify each portion of commingled remains believed to be the same. -R" or -P" numbers, as those used in S&R, are not needed for identification, they are only used in charting an accident site. **NOTE:** If time allows:

12.16.7.1. Establish tentative (BTB) ID or use unidentified.

12.16.7.2. Place the plastic pouch with DD Form 2064 and other information in the remains pouch. Close the remains pouch.

12.16.8. Remains will be placed head to foot.

12.16.9. PE will be buried with remains of US personnel.

12.16.10. DD Form 1079 will be provided to the Theater Joint Mortuary Affairs Office (JMAO). Mortuary officer will retain a copy of the 1079 in the mortuary case file and forward a copy to HQ AFSVA.

**12.17. Marking the Temporary Interment Site.** To mark the site, a stake will be placed at the beginning (head) and end of each row. The marker should extend at least three feet above the ground. Attach a weather resistant sign to the stake bearing the following information: number of remains and date of burials. CE will provide interment site coordinates using GPS, if available. Determine the location of each row and record it on the DD Form 1079. **NOTE:** If remains are contaminated, ensure the area has been clearly marked by CE Readiness.

**12.18. Disinterments.** Remains temporarily interred will be disinterred at the earliest possible time. Remains should be recoverable at a future date and returned to Dover AFB Port Mortuary for processing. AFME is responsible to determine when remains are safe to repatriate. The on-scene commander is responsible for planning the opening of trench graves to ensure accountability of remains using DD Form 1079. Whenever personnel are conducting disinterment operations they should wear PPE, such as surgical masks, gloves, aprons, and other types IAW OSHA standards. **NOTE:** If remains were contaminated, ensure proper re-supply of PPE and protective clothing is available for MACP personnel and worn as required.

12.18.1. Once in the general area of the site, GPS, in conjunction with maps, should be used to determine the exact location of each row. Attempt to locate the markers that should have been placed at the beginning (head) of each row.

12.18.2. The row may be opened from either end. Using a backhoe and digging with care, the operation may dig down approximately one and one half feet. Multiple rows may be opened simultaneously depending on available equipment. Remaining depth should be dug with hand tools so as not to mutilate the remains. Carefully remove dirt from all sides of the remains. Look for the tag attached to the outside of the HRP or shroud.

12.18.3. Match the number on the tag to the DD Form 1079 processing number recorded during interment operations.

12.18.4. If required, place the disinterred remains and HRP in a new HRP.

12.18.5. If the HRP or shroud was not intact, the soil in the immediate area should be sifted for skeletal anatomy and PE.

12.18.6. Complete the DD Form 1079 and prepare processing tag in the same manner as in interment operations. Attach this tag to the shroud or HRP.

12.18.7. Place remains and HRP on a litter and remove them from the row or interment site.

12.18.8. Evacuate the remains to the MACP for processing and further evacuation to the TMEP.

12.18.9. After disinterment, the land should be restored to its original condition to the best possible extent.

12.18.10. Report recovery through command channels to the Theater JMAO when all remains have been disinterred.

### ***Section 12D—Contaminated Remains***

**12.19. Contaminated Remains Overview.** This section provides instructions for handling contaminated human remains and the precautions to take to protect personnel involved in recovering and processing those remains. This instruction and Joint Pub 4-06 *Joint Tactics, Techniques, and Procedures for Mortuary Affairs in Joint Operations* are not meant to replace the involvement of Chemical, Biological, Radiological, Nuclear (CBRN) experts in the decontamination process.

12.19.1. If remains are contaminated with CBRN agents, all efforts will be made to decontaminate them and return them through routine channels. The Army, as the Executive Agent for Mortuary Affairs, has dedicated decontamination teams and is responsible to respond to all contamination events. They are responsible for decontamination and certification of remains as decontaminated prior to transport out of the AOR or CONUS. For remains that cannot be decontaminated, protecting the health of service members and the public must take precedence over the rapid repatriation of remains. Temporary refrigerated storage or interment of those contaminated remains still posing a threat to public health is the recommended method of disposition, until safe handling procedures and materials can be identified for temporary interment policy (paragraphs [12.14](#) through [12.18](#)).

12.19.2. At the time of recovery, trained CBRN personnel will determine if a CBRN hazard exists and recommend appropriate PPE. If the hazard cannot be determined on an individual basis, all remains in the affected area will be treated as contaminated.

**12.20. Handling Contaminated Remains.** Currently, Air Force Services' role in this process is to perform temporary refrigerated storage or interment of remains, if it has been determined remains cannot be decontaminated.

12.20.1. Services representatives in the Emergency Operations Center (EOC) will request mortuary affairs decontamination team support from the theater forward headquarters and/or approval for temporary storage or interment.

12.20.2. The Unit Control Center (UCC) will be informed that the handling operation for (chemically/biologically) contaminated remains is about to commence. Final approval will be requested before beginning this operation. Follow UCC instructions in the event they direct alternative actions be taken. If the mortuary affairs or CBRN reconnaissance team members are uncertain as to whether or not remains have been chemically contaminated, treat them as if they are.

12.20.3. In the event the Army cannot decontaminate remains or they cannot respond in a timely manner, AF Services personnel will follow the process in [Table 12.1](#)

12.20.4. If remains are identified, HQ AFSVA will contact the PADD and inform them remains must remain in-theater due to contamination.

12.20.5. Remains should be recoverable at a future date and returned to Dover AFB Port Mortuary for processing.

**12.21. Contaminated Personal Effects.** Return of contaminated PE to the family is not guaranteed. In instances where the PE are contaminated and there is no effective way to decontaminate the substance (paper for example), these effects will be interred with the remains and the family informed of the situation by HQ AFSVA mortuary staff.

**Table 12.1. Processing Contaminated Remains.**

1.	If remains cannot be decontaminated and approval has been obtained, team chief will confirm with the Bioenvironmental Engineer in the EOC who will recommend appropriate PPE. Mortuary personnel, in appropriate PPE or MOPP 4, will examine remains for the presence of any weapons, ammunition or UXO. Remains suspected to have unexploded ordnance (UXOs) must be reported to the Civil Engineer representative in the Emergency Operations Center (EOC). Contaminated weapons should be double bagged and marked.
2.	Check the ensemble for BTB information and follow usual tag composition procedures – BTB name information, SSN and if transporting remains to the Mortuary Affairs Decontamination Collection Point (MADCP), the evacuation number.
3.	If medical personnel have not arrived, contact UCC about need to complete DD Form 2064 or other appropriate medical forms. Place all paperwork in sealed bag and place in inner HRP.

4.	Properly mark remains. Use the appropriate CBRN marking kit signs for inside and outside of the HRP if available. If marking kits are not available, place the letter "C" on the BTB information tags, to identify CBRN contamination. An adhesive "GAS" sticker or "Gas" sign with the suspected type of chemical agent used or affix a BIO marker from the marking kits for the type of suspected BIO agent the remains were exposed to if known. Attach one tag to the remains, one to the HRP, and complete DD Form 1077.
5.	Double-pouch remains. First, place remains into HRP, leaving clothing, gear (including helmets, vests, safety equipment or organizational equipment) and PE on remains to aid in identification at the port mortuary (including the chemical warfare defense (CWD) suit). All items on the remains, except weapons, munitions, classified documents and hazardous material, are to be shipped with the remains. Then, place the first HRP into another HRP. HRPs will be contained in either sealed refrigerators or temporarily interred until Army decontamination units can attempt decontamination. Chemical, biological and radiological remains may need to be stored separately by contaminating agent. Biologically contaminated remains should be segregated as non-contagious pathogen, contagious pathogen or toxin. If remains cannot be decontaminated, consult the AFME or medical representative regarding obtaining a DNA specimen prior to temporary interment. Personnel collecting DNA specimen should be in MOPP4 if remains have not been decontaminated.
6.	Notify HQ AFSVA, through the Component headquarters Services staff that remains cannot be decontaminated and will be temporarily interred. See paragraph 12.14. for temporary interment instructions. HQ AFSVA will contact AFME and request they obtain a DNA specimen of remains.
7.	AFME will ensure DNA specimens have been irradiated (to minimize contamination) and shipped to the Armed Forces DNA Identification Laboratory (AFDIL).
8.	If temporary interment is necessary, CE will assist in site selection and site preparation. Contaminated remains must be buried 6 ½ feet deep.
9.	Temporary graves will be marked and 24-hour security provided.
10.	Accurately address the number and status of contaminated remains within daily SITREPs.
11.	Personnel collecting DNA specimen should be in MOPP4 if remains have not been decontaminated.

**12.22. Health and Safety.** Safety is a major concern in all operations. Leaders must be aware of safety-related factors involving remains handling and ensure Operational Risk Management is integrated into processes and operations. Sanitation of the morgue and personnel should be constantly monitored.

12.22.1. Sanitation. Gloves and ensemble will be decontaminated with M295 kits, M291 kits and/or 5% chlorine solution after handling contaminated remains or articles and then rinsed in clear water solution. To minimize possible transfer hazards, mortuary affairs personnel must be aware of symptoms of early exposure that would indicate cross contamination from remains or PE. If not already known, obtain this information from the CE readiness representative in the EOC. **NOTE:** In case of biological attack, these symptoms may not show up for hours, days or even weeks due to toxins or pathogens. In the event of cross contamination, immediately take appropriate self-aid/buddy care (SABC) actions and report the onset of any of these symptoms to the mortuary team leader, and in case of biological exposure, report to the medical treatment center. The morgue will be disinfected daily or as needed, by mopping the floor and wiping down tables with hot water and cleaning solutions.

12.22.2. Heat Stress. Heat stress is a vital aspect when working in the morgue. Supervisors must watch for signs of heat injury.

12.22.3. Work and Rest Cycles. Once personnel reach their maximum workload for heat stress, they cannot recover quickly enough to accomplish the mortuary mission.

12.22.4. Lifting Requirements. Personnel must follow proper lifting techniques when moving remains. Each individual should not lift more than 75 pounds. They should be instructed on how to lift with their legs, not their back. Use a back belt when strenuous lifting occurs.

12.22.5. Blood-Borne Pathogens. During the handling of remains, care is taken to avoid exposure to blood or body fluids. Rubber gloves, aprons, surgical masks, and eye protection must be worn when working with remains. If contact is made, wash the area immediately with disinfectant or soap solution.

12.22.6. Control/Disposal of Contaminated Waste. CBRN attacks can generate significant quantities of contaminated waste. Contaminated items could include PPE and field gear, M8 and M9 paper, components of the M291 and M295 decontamination kits, contamination avoidance covers and bulk plastics, and personal equipment. Mortuary personnel should collect contaminated items, double wrap, mark as contaminated, and store-contaminated items in a closed container. CE Readiness personnel will determine if they can be reused. Do not automatically dispose of any items. Services should work with CE to develop specific procedures for handling and disposing of contaminated waste as part of their Base Bio-Defense plans.

12.22.7. Exposure Symptoms Awareness. Mortuary affairs personnel must be aware of symptoms of early exposure to (AFMAN 10-100, *Airman's Manual*).

12.22.8. Briefings. Personnel involved in contingency mortuary operations must receive intervention from the Traumatic Stress Response Team IAW 44-143, *Traumatic Stress Response*, prior to returning to their regular duties.

**12.23. Required Supplies and Equipment.** To prevent contamination of Services personnel during limited handling and movement of contaminated remains, the MACP will have as a minimum the amounts and types of CBRN defense equipment in (Table 12.2). Additional MOPP 4 outer garments may be required for the handling and processing of contaminated remains and for S&R operations. With the increased terrorist threat, MOPP 4 protective gear may need to be made available for MACP and S&R operations at home station as part of the installation Bio-Defense Base Plan.

**Table 12.2. Decontamination Supplies and Equipment.**

<b>Equipment</b>	<b>Minimum Required</b>
M8 paper	10 Books
M295 Kit	10 Each
M291 Kit	10 Each
Industrial/medical scissors (high strength, sharp)	Two (2) Pair
CBRNMarking Kit	One (1) Kit
Adhesive –GAS” markers	25 Sheets
CBW rubber gloves (5 small, 5 medium, 5 large)	15 Pair
Undiluted bleach (or equivalent 5% chlorine solution)	25 Gallons
Containers (buckets) for hand decontamination and rinse operations	5
Container (barrel) for temporary storage of used protective masks	1
Hazardous Waste Bags	100 Each
BIO and GAS Stickers	100 Each
Boxes of plastic bags	200 Bags

**12.24. Prescribed Forms.**

AF Form 57, *Mortuary Guide*, AF Form 140, *Cremation Authorization and Disposition of Remains*,

AF 507, *Agreement of Burial*

AF Form 970, *Statement of Disposition of Remains*

AF Form 1946, *Honor Guard Checklist*

AF Form 1947, *Escort Report*

**12.25. Adopted Forms:**

AF Form 137, *Footprint Record*

DD Form 565, *Statement of Recognition of Deceased*

AF Form 593, *Interment Record Base Cemetery*

AF Form 697, *Identification Findings and Conclusions*

AF Form 969, *Request for Payment of Dependent and Retiree Transportation Expenses*

AF Form 1122, *Personal Property Inventory*

AF Form 1801, *Post Mortem Dental Record (privacy act)*

AF Form 1802, *Ante Mortem Dental Form*

AF Form 1803, *Dental Identification Summary Report*

DD Form 894, *Record of Identification Processing Finger Print Chart*

DD Form 1075, *Convoy List of Remains of Deceased Personnel*

DD Form 1077, *Collection Point Register of Deceased Personnel*

DD Form 1079, *Interment/Disinterment Register*

DD Form 1131, *Cash Collection Voucher*

DD Form 1300, *Report of Casualty*

DD Form 1375, *Request for Payment of Funeral and/or Interment Expenses*

DD Form 2062, *Record of Preparation and Disposition of Remains (Outside CONUS)*

DD Form 2063, *Record of Preparation and Disposition of Remains (Within CONUS)*

DD Form 2064, *Certificate of Death Overseas*

DD Form 2065, *Disposition of Remains - Reimbursable Basis*

VA Form 401330, *Application for Standard Government Headstone or Marker*

RICHARD Y. NEWTON III, Lt General, USAF  
DCS, Manpower and Personnel

## ATTACHMENT 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

**References**

Title 10, U.S.C., Section 1471, 1481, 1482, 1490 and 1491

Title, 38, Sections 2402 and 2411

JFTR, Volume I, *Uniformed Service Members*, August 1, 2001

JP 4-06, *Joint Tactics, Techniques, and Procedures for Mortuary Affairs in Joint Operations*, 5 June 2006

DFARS Subpart 237.70, *Mortuary Service*

DODD 1300.22, *Mortuary Affairs Policy*, February 3, 2000

DODD 1344.8, *Interment Allowance for Deceased Active Duty Personnel*, September 25, 1978

DOD 4515.13-R, *Air Transportation Eligibility*, November 1994

DODI 1300.15, *Military Funeral Honors*, October 22, 2007

DODI 5154.30, *Armed Forces Institute of Pathology Operations*, March 18, 2003

**(Added-MOUNTAINHOME AFB)**

AFI 10-214, *Air Force Prime RIBS Program*, 27 Feb 2006

AFI 10-248, *Fitness Program*, 25 Sep 2006

AFI 10-2501, *Emergency Management (EM) Program Planning and Operations*, 24 Jan 2007

AFH 10-247, Volume 4, *Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery*, 20 January 2006

AFMAN 10-100, *airman's Manual*, 1 Jun 2004

AFMAN 10-2602, *Nuclear, Biological, Chemical, and Conventional (NBCC) Defense Operations Standards*, 29 May 2003

AFI 11-209, *Aerial Events Policy and Procedures*, 4 May 2006

AFI 21-201, *Conventional Munitions Management & Maintenance*, 23 Nov 2007

AFCAT 21-209V1, *Ground Munitions*

AFMAN 23-110, Volume 2 CD, *USAF Supply Manual*

AFI 24-301, *Vehicle Operations*, 1 Nov 01

AFI 25-201, *Support Agreement Procedures*, 1 May 2005

AFI 31-101, *Air Force Installation Security Program*, 3 Mar 2003

AFI 31-207, *Arming and Use of Force by Air Force Personnel*, 1 Sep 1999

AFMAN 31-229, *USAF Weapons Handling Manual*, 12 May 2004

AFI 32-9001, *Acquisition of Real Property*, 27 Jul 1994

AFI 32-9004, *Disposal of Real Property*, 21 Jul 1994

AFI 33-332, *Privacy Act Programs*, 29 Jan 2004

AFI 33-364, *Records Disposition - Procedures and Responsibilities*, 22 Dec 2006

AFI 34-204, *Property Management*, 27 Aug 2004

AFI 34-244, *Disposition of Personal Property and Effects*, 2 Mar 2001

AFPAM 34-259, *Escorting Deceased Air Force Military Personnel*, 1 Oct 1997

AFMAN 34-310, *Nonappropriated Funds Personnel Program Management and Administration Procedures*, 1 Dec 1995

AFI 34-1101, *Assistance to Survivors of Persons Killed in Aviation Mishaps and Other Incidents*, 1 Oct 2001

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 7 Mar 2006

AFMAN 36-2203, *Drill and Ceremonies*, 3 Jun 1996

AFI 36-2226, *Combat Arms Program*, 2 Feb 2003

AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*, 22 Jul 1994

**(Added-MOUNTAINHOME AFB)** AFI 36-2803, *The Air Force Awards and Decorations Program*, 15 June 2001

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 2 Aug 2006

AFI 36-3026, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members and Other Eligible Personnel*, 20 Dec 2002

AFMAN 37-123, *Management of Records*, 31 Aug 1994

AFI 41-210, *Patient Administration Functions*, 22 Mar 2006

AFI 44-153, *Traumatic Stress Response*, 31 Mar 2006

AFI 47-101, *Managing Air Force Dental Services*, 5 May 2000

AFI 51-503, *Aerospace Accident Investigations*, 16 Jul 2004

AFI 64-102, *Operational Contracting Program*, 25 Jul 2005

AFI 64-117, *Air Force Government-wide Purchase Card Program*, 31 Jan 2006

AFI 91-202, *The US Air Force Mishap Prevention Program*, 1 Aug 1998

AFI 91-204, *Safety Investigations and Reports*, 14 Feb 2006

AFPAM 91-211, *US Air Force Guide to Aviation Safety Investigations*, 23 Jul 2001

AMCI 24-101 V11, *Military Airlift – Cargo and Mail*, 7 Apr 2006

AMCMAN 34-501, 23 Jan 2003

STANAG 2070, *NATO Standardization Agreement for Emergency War Burial Procedures*

AS 405, *Funeral Service Organizational Support Equipment*

TO 00-80-F-2, *Inspection and Maintenance Instruction, Case, Transfer, Human Remains*

TO 00-105E-9, *Emergency Rescue and Mishap Response Information*

USAF AI 32-242

USPHS Regulation 71.157, *Dead Bodies in the Foreign Quarantine Manual of Operations*

48 CFR 237.7000-7004, Code of Federal Regulation

***Abbreviations and Acronyms***

**AAFES**— Army and Air Force Exchange Service

**AEF**— Air and Space Expeditionary Force

**AEFC**—Air and Space Expeditionary Force Center

**AETC**—Air Education and Training Command

**AFB**—Air Force Base

**AFDO**—Air Force Duty Officer

**AFH**—Air Force Handbook

**AFI**—Air Force Instruction

**AFIP**—Armed Forces Institute of Pathology

**AFIT**—Air Force Institute of Technology

**AFMAN**—Air Force Manual

**AFME**—Armed Forces Medical Examiner

**AFO**—Accounting and Finance Officer or Accounting and Finance Office

**AFPC**—Air Force Personnel Center

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFSAP**—Air Force Survivor Assistance Program

**AFSAT**—Air Force Security Assistance Training Squadron, Training Operations

**AFSVA**—Air Force Services Agency

**AFTMS**—Air Force Training Management System

**AGR**—Active Guard Reserve

**AMC**—Air Mobility Command

**ANC**—Arlington National Cemetery

**ANG**—Air National Guard

**AOR**—Area of Responsibility

**AP3**—Authorized Provider Partnership Program

**APF**—Appropriated Fund

**ARC**—Air Reserve Component

**AS**—Allowance Standard

**AWOL**—Absent Without Leave

**BIMAA**—Base Individual Mobilization Augmentee Administrator

**BNR**—Body Not Recovered or Body Not Recoverable

**BTB**—Believed-to-Be

**BUMED**—Bureau of Medicine and Surgery (NAVY)

**BX**—Base Exchange

**CA**—Combat Arms

**CB**—Chemical and biological

**CBRN**—Chemical, Biological, Radiological and Nuclear

**CCP**—Casualty Collection Point

**CD**—Compact Disk

**CDR**—Contract Discrepancy Report

**CE**—Civil Engineer

**CMAS**—Command Man-Day Allocation System

**CMC**—Commandant, US Marine Corps

**CMSAF**—Chief Master Sergeant of the Air Force

**CONUS**—Continental United States

**CWD**—Chemical Warfare Defense

**DAFC**—Department of the Air Force Civilian (Employees)

**DAO**—Defense Attaché Office

**DECON**—Decontamination

**DFARS**—Defense Federal Acquisition Regulation Supplement

**DFAS**—Defense Finance and Accounting Service

**DGSC**—Defense General Supply Center

**DMS**—Defense Messaging System (formerly AUTODIN)

**DNA**—Deoxyribonucleic Acid

**DO**—Director of Operations

**DOD**—Department of Defense

**DODD**—DOD Directive

**DSN**—Defense Switched Network

**FBI**—Federal Bureau of Investigation  
**FHDB**—Funeral Honors Data Base  
**FEMA**—Federal Emergency Management Agency  
**FLO**—Family Liaison Officer  
**FSRT**—Fatality Search and Recovery Team  
**FSTR**—Full Spectrum Threat Response  
**FSS**—Force Support Squadron  
**GPC**—Government Purchase Card (formerly International Merchant Purchase Authorization Card (IMPAC))  
**GPS**—Global Positioning System  
**GTR**—Government Transportation Request  
**HG/NCOIC**—Honor Guard Noncommissioned Officer in Charge  
**HG/OIC**—Honor Guard Officer in Charge  
**HQ AFPC**—Headquarters Air Force Personnel Center  
**HQ AFSVA**—Headquarters Air Force Services Agency  
**HQ AFSVA/CCR**—Headquarters Air Force Services Agency, Reserve Affairs  
**HQ AFSVA/SVOM**—Headquarters Air Force Services Agency, Air Force Mortuary Affairs  
**HQ USAF/A7C**—Headquarters Air Force, Office of Civil Engineer  
**HQ USAF/A1S**—Headquarters Air Force, Director of Services  
**HQ USAF/A3O**—AOB-Headquarters Air Force Directorate of Operations, Aerial Events  
**HYT**—High Year Tenure  
**HRP**—Human Remains Pouch  
**IAW**—In Accordance With  
**ID**—Identification  
**IMA**—Individual Mobilization Augmentee  
**IMET**—International Military Education and Training  
**ISOPREP**—Isolated Personnel Report  
**ITO**—Invitational Travel Orders  
**JFTR**—Joint Federal Travel Regulation (see also JTR)  
**JTR**—Joint Travel Regulation (see also JFTR)  
**JP**—Joint Publication  
**MACP**—Mortuary Affairs Collection Point  
**MADCP**—Mortuary Affairs Decontamination Collection Point

**MAJCOM**—Major Command  
**MFH**—Military Funeral Honors  
**MFI**—Mass Fatality Incident  
**MIA**—Missing-in-Action  
**MILAIR**—Military Air  
**MN**—Model Number  
**MORT**—Mortuary Office Resource Toolbox  
**MOU**—Memorandum of Understanding  
**MPA**—Military Personnel Appropriation  
**MPF**—Military Personnel Flight  
**MSS**—Mission Support Squadron  
**MTF**—Medical Treatment Facility  
**NAF**—Nonappropriated Fund  
**NAFI**—Nonappropriated Fund Instrumentality  
**NCO**—Noncommissioned Officer  
**NCOIC**—Noncommissioned Officer-in-Charge  
**NFP**—NCOIC of the Firing Party  
**NIMS**—National Incident Management System  
**NMI**—No Middle Initial  
**NOAA**—National Oceanic and Atmospheric Administration  
**NOK**—Next of Kin  
**NSN**—National Stock Number  
**OAFME**—Office of the Armed Forces Medical Examiner  
**OCONUS**—Outside the Continental United States  
**OEHWG**—Occupational Environment Health Working Group.  
**OI**—Operating Instruction  
**OIC**—Officer-in-Charge  
**O&M**—Operations and Maintenance  
**OPLOC**—Operating Location  
**OPR**—Office of Primary Responsibility  
**OSD**—Office of the Secretary of Defense  
**PACAF**—Pacific Air Forces

**PADD**—Person Authorized to Direct Disposition of Remains

**PAS**—Preaward Survey

**PCS**—Permanent Change of Station

**PE**—Personal Effects

**PERE**—Person Eligible to Receive Effects

**PERSCOM**—Personnel Command (ARMY)

**PHS**—Public Health Service

**PN**—Part Number

**POC**—Point of Contact

**POV**—Privately Owned Vehicle

**POW**—Prisoner of War

**PPE**—Personal Protective Equipment

**PWS**—Performance Work Statement

**QAE**—Quality Assurance Evaluator

**ROMO**—Range of Military Operations

**ROTC**—Reserve Officer Training Corps

**S&R**—Search and Recovery

**SABC**—Self-Aid/Buddy Care

**SAF**—Secretary of the Air Force

**SAF/AFAAO**—SAF Air Force Attaché Affairs

**SAF/PA**—SAF for Public Affairs

**SAR**—Search and Rescue

**SCO**—Summary Courts Officer

**SF**—Security Forces; Standard Form

**SFO**—Special Forces operation

**SIB**—Safety Investigation Board

**SITREP**—Situation Report

**SJA**—Staff Judge Advocate

**EOC**—Emergency Operations Center

**SSAN**—Social Security Account Number

**STANAG**—Standardization Agreement (NATO)

**SV**—Services Commander

**SVX**—Chief of Plans and Force Management  
**TAFMSD**—Total Active Federal Military Service Date  
**TC**—Transfer Case  
**TCN**—Transfer Case Number  
**TDY**—Temporary Duty  
**TM**—Technical Manual  
**TMEP**—Theater Mortuary Evacuation Point  
**TMO**—Traffic or Transportation Management Office  
**UCC**—Unit Control Center  
**US**—United States  
**USAFA**—United States Air Force Academy  
**USAFE**—United States Air Forces in Europe  
**USCG**—United States Coast Guard  
**USO**—United Service Organization  
**USP&FO**—United States Property and Fiscal Officer  
**UTC**—Unit Type Code  
**UXO**—Unexploded Ordnance  
**VA**—Veterans Administration  
**VCS**—Vice Chief of Staff  
**VSO**—Veteran Service Organization  
**XO**—Executive Officer

### *Terms*

**Accoutrements**—Those belongings worn on the person (such as jewelry, rings, watches, tiepins, and similar items).

**Aerial Port Mortuary**—Mortuary staffed by licensed embalmers and funeral directors located at Dover AFB DE. The staff reprocesses or prepares, dresses, caskets, inspects and ships remains to destination. The staff also serves as the primary and alternate installation mortuary officers for local eligible deaths.

**Authorizing Agent(s)**—Mortuary officer of the military installation caring for the remains.

**Authorized Partnership Provider Program (AP3)**—To support the military honors mission, Congress has provided for the Authorized Provider Partnership Program. As authorized by law, AP<sup>3</sup> allows members of veterans' and other organizations to participate with the Armed Forces in providing Military Funeral Honors. In addition, these volunteers may be reimbursed for their expenses as amplified in guidance from the Acting Assistant Secretary of Defense (Force Management Policy). 10 U.S.C. Section 1491 authorizes the civilian augmentation (i.e.,

authorized providers) of the Armed Forces for MFH performance. *Military Funeral Support*, DOD Directive 1300.15, authorizes inclusion, training, and reimbursement of expenses for the authorized providers.

**BNR**—An abbreviation (body not recovered) that is used after terminating extensive search and recovery efforts and the Air Force cannot recover the remains.

**Burned**—Remains exposed to heat resulting in first, second, or third degree burns.

**Casket**—The Armed Services uses an 18-gauge metal sealer, cut top casket, and a solid hardwood casket, cut top casket.

**Charred**—Remains exposed to prolonged heat (fourth-degree burns) resulting in extensive loss of tissue and anatomical parts.

**Chemical Preservative Preparations**—Arterial, cavity, and other embalming chemicals used in the treatment of all remains under this contract shall effect the maximum preservation and disinfection of all body tissues, including those associated with body cavities (internal organs).

**Commingled**—The remains of two or more individuals whose anatomical structures are intermingled.

**Contract Funeral Home**—A facility engaged under contract to provide mortuary services in accordance with a statement of work.

**Crematory Authority**—The legal entity or the authorized representative of the legal entity who conducts the cremation.

**Crematory or Crematorium**—The building that houses the cremation chamber.

**Cremated Remains**—The remaining bone fragments after the cremation process is completed.

**Cremation**—The technical heating process that reduces human remains to bone fragments. The reduction takes place through combustion and evaporation.

**Cremation Chamber**—The enclosed space within which the cremation process takes place. Cremation chambers covered by these procedures shall be used exclusively for the cremation of human remains.

**Decedent**—A deceased person.

**Decomposed**—Remains in an advanced state of putrefaction.

**Dependents**—Persons who are dependent on a military member or civilian employee (sponsors), for over half of their support. See **Table 4.3** for a complete list of bona fide dependents. *NOTE:* A stepparent-stepchild relationship is terminated by the divorce of the blood parent from the stepparent.

**Deter**—An abbreviator word used on death messages that is a temporary designation of status of remains that will be used when the reported person is dead, but the Air Force has not made a final determination as to the status of the remains.

**Disintegrated**—Remains that have undergone extreme trauma, no longer have any resemblance to a human form and have been reduced to many torn segments and fragmented portions.

**Dismembered**—Remains from which the head is decapitated, partially decapitated and/or any one or all upper and lower extremities or portions thereof have been traumatically separated from the torso.

**Extra**—An abbreviator word used on death reports. Use this designation when none of the other conditions apply. Examples are burial outside CONUS, as directed by the PADD, contagious disease or other reasons requiring immediate burial at the place of death or group burial.

**Full Spectrum Threat Response**—Physical threats facing military installations including major accidents, natural disasters, HAZMAT, terrorist use of WMD, enemy attack and a broad spectrum of planning, response and recovery actions.

**Hardwood Flag Case**—It is a decorative hardwood case containing the deceased member's awards, decorations, insignia and the interment flag. It is presented to eligible members of the deceased military member's family. Retirees and veterans are not authorized a hardwood flag case.

**Holding Facility**—An area designated for the retention of human remains prior to cremation within the crematory facilities that shall comply with any applicable public health laws, preserve the dignity of human remains, and recognize the personal integrity and health of the crematory authority personnel operating the cremation chamber.

**Funeral Home or Mortuary**—A facility designed and equipped to care for the dead.

**Government Cemetery**—A cemetery that is under the jurisdiction of a state or federal government such as state and national cemeteries.

**Group interment**—The burial of remains that represent two or more persons who could not be individually identified.

**Hardwood Casket**—The container in which the human remains shall be delivered to the crematory to be placed in the cremation chamber for cremation. The casket shall meet or exceed the hardwood casket specifications.

**Hold**—An abbreviator word that is used when remains have been recovered and individually identified, but medical requirements or medical legal implications temporarily prevents release to the Mortuary Officer.

**Human Remains**—The dead human body or portions thereof prior to cremation.

**Home**—A person's legal or permanent residence.

**Infant and Child Caskets and Shipping Cases**—These caskets apply to Port of Entry Mortuary Facilities only.

**Intact**—A remains in which the head, torso, and all extremities are present and articulated.

**Interment expenses**—Costs incurred by the PADD at a funeral home, cemetery and/or crematory for disposition of remains.

**Mutilated**—Remains that have undergone severe disfiguring or distorting trauma.

**Next—of-Kin (NOK)**—The person most closely related to the deceased individual.

**Nonviewable Remains**—A remains that has been extremely mutilated, severely burned or charred, or in an advanced stage of decomposition so that restoration to the known ante mortem

appearance by major restorative procedures is not possible. Examples of nonviewable remains include: "floaters", some homicides, some suicides, fatal injury cases involving extensive mutilation or disfigurement to the head and facial features; charred and burned viewable surfaces.

**Outer Shipping Container**—A wooden or lightweight protective container where the casket is placed during commercial shipment. When a government contract funeral home is not used, the cost for the outer shipping container is reimbursed to the PADD as a primary (funeral) expense. For eligible dependents and retirees, it is a remains transportation expense.

**Person Authorized Direct Disposition (PADD)**—In accordance with Federal law the PADD is the person authorized to direct disposition of the remains. Refer to paragraph [1.13](#)

**Preparation (embalming) of remains**—The disinfection and chemical preservation of remains.

**Processed Remains**—The end result of pulverization where the residual from the cremation process is cleaned, leaving only bone fragments reduced to unidentifiable dimensions.

**Processing of Remains**—The complete preservation (embalming) and disinfection, application of restorative art techniques and/or cosmetics, dressing and/or wrapping, casketing, and transportation of remains as directed by the contracting officer or his designee.

**Properly Admitted**—The person was placed under treatment or observation in a military medical facility. Patients stay for at least overnight, and receive room, board, and continuous nursing care.

**Performance Work Statement (PWS)**—The Air Force requirements, specified in writing, for the care and handling of remains to include funeral home facilities, equipment, licensed personnel, motor vehicles, supplies, caskets, urns, hygienic practices, outer shipping containers, and transportation.

**Quality Assurance Evaluator (QAE)**—Representative of the contracting officer who normally performs surveillance of the contract.

**Ready**—An abbreviator word used on death messages to indicate remains have been recovered, individually identified and are ready for transportation and disposition as directed by PADD.

**Receiving Funeral Home**—A funeral home selected by the PADD to receive the casketed remains from the government for the funeral and interment services or other disposition.

**Remains**—Autopsied (partial or complete) or unautopsied bodies.

**Reprocessing of Remains**—The inspection and correction of all discrepancies noted in preservation (embalming). Application of restorative art techniques and/or cosmetics, dressing or wrapping, casketing, and transportation of remains as directed by the contracting officer or designated representative.

**Residence**—A person's legal or permanent residence.

**Safety Investigation Board (SIB)**—Investigates mishaps when there has been loss of life. The board is usually on scene within 72 hours following a mishap. The On-Scene Commander assumes control of the scene. The SIB president assumes control of the safety investigation under the provisions of AFI 91-204. Policy for all Air Force mishap investigation is provided in AFI 91-204.

**Sealable Container**—Any container in which processed remains can be placed and sealed to prevent leakage of processed remains or the entrance of foreign materials.

**Secondary PADD**—The person who has the second highest priority for directing disposition.

**Shipping Installation**—The installation that accomplishes the shipment or delivery of the remains to the final destination. This term applies to all CONUS installations, Elmendorf AFB, Alaska.

**Skeletonized**—Remains that have lost at least 90 percent of all soft tissue.

**Specimen**—A portion of remains that may have a relationship with others.

**Sponsor**—Eligible individual, agency or firm.

**Unite**—An abbreviator word that will be used in the death reports when remains are recovered with others but not individually identified. The designator will not be used until HQ AFSVA/SVOM has processed the remains identification specialists.

**United States Property and Fiscal Officer**—The USP&FO is the qualified commissioned officer of the Air National Guard or the Army National Guard, as the case may be, designated by the Chief, National Guard Bureau, to be the United States and Fiscal Officer of a State or Territory. The USPFO receives and accounts for all funds and property of the U.S. in possession of the National Guard for which he or she is property and fiscal officer.

**Urns**—There are two urn types used by the armed services, a solid bronze urn and a solid walnut urn.

**Viewable Remains**—Any remains undamaged by trauma or disease; or those damaged by trauma or disease but viewable tissue surfaces have been restored to the known ante mortem appearance of the deceased by restorative artwork.

**Addresses, Phone Numbers, and Internet Addresses—Air Force Honor Guard Website**

<http://www.bolling.af.mil/>—Air Force Reserve Command (HQ AFRC/SVPM)

Robins AFB GA, DSN 497—2103/0215

**Air National Guard Readiness Center (HQ ANG/SVX)**—Andrews AFB MD, DSN 278-8166/8188 [ANGMortuaryManager@ang.af.mil](mailto:ANGMortuaryManager@ang.af.mil)

**Armed Forces Institute of Pathology**—DSN 285-0000, Commercial (301) 319-0000, <http://www.afip.org>.

**Honor Guard Areas of Responsibility Website—**  
<https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>

HQ AFSVA/SVOM—DSN 487-5809

**PWS and Service Contracts Website—**  
<https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12>

## ATTACHMENT 2

INSTRUCTIONS FOR COMPLETING AF FORM 697 IDENTIFICATION FINDINGS  
AND CONCLUSIONS

<b>Section I – Remains</b>	
Evacuation Number	Enter appropriate recovery number (i.e., R-1) if remains are intact. If remains are dismembered, enter P-recovery numbers as applicable (i.e., P-1, P-5). For fragmented remains enter –See Attached List.”
Place of Recovery.	Enter precise accident location (i.e., 4 miles SW of State Road 68, Dade County FL).
Dates(s) of Processing	Enter exact dates remains were processed (i.e., 5-7 Jun 1999).
<b>Section II - Record of Identification Procedures</b>	
Anatomical Chart	Show detailed analysis on chart (i.e., burned, crushed, missing or fractured).
Physical Characteristics.	If known, self-explanatory (i.e., Height-Ante Mortem – 5’9” and Post Mortem - 5’9”).
Describe. (Clothing, Jewelry, Insignia, etc. on/or with the remains	Self-explanatory (i.e., remnant of sock on right foot, remnant of plaid boxer shorts entwined in tissue).
Scars or Other Body Marks.	Enter physical characteristics such as surgical scars and tattoos (i.e., tattoo-eagle on right upper arm).
Remarks concerning processing	Describe conditions of remains, i.e., mutilated, dismembered, commingled, burned and/or decomposed. (i.e., Remains present for examination are those of a Caucasian male with the following: multiple skull fractures, dentition present, mid-shaft fracture of right humerus, fracture of distal right radius and ulna, traumatic amputation of left distal radius, ulna and hand or total body fragmentation – see attached list).
<b>Section III - Findings &amp; Conclusions</b>	
Name, grade, SSAN and Service.	Self-explanatory (i.e., John Doe, Major, 123-45-6789, USAF). This instruction requires collecting and maintaining information protected by the <i>Privacy Act of 1974</i> authorized by (5 U.S.C. 552A).
Identification Criteria (Check appropriate block(s):	Check manner of identification (i.e., fingerprints, dental characteristics, physical characteristics or other (i.e., DNA)).

Narrative Statement	<p>Include sufficient information to support the findings and conclusions such as primary and secondary means of identification. Where applicable, include a statement <del>that</del> identifying media for the remains does, or does not compare favorably with that for any or other deceased personnel involved.” See examples.</p> <p>Examples of Primary Means of Identification.</p> <p>Postmortem fingerprint of x-15 (left hand) taken 5 Jun 99 is consistent with ante mortem fingerprints recorded on DD Form 1833, ISOPREP for Doe, John (NMI) 123-45-6789 prepared 970504.</p> <p>Postmortem radiograph of P-14 (facial tissue with teeth #18 and #19) is consistent with ante mortem panorex for Doe, John, 123-45-6789 dated 26 Mar 87.</p> <p>DNA profiles from specimen P-1 (portion of pelvis with muscle) and specimen P-10 (head of femur with muscle) is consistent with the DNA profile obtained from the bloodstain reference card for John Doe.</p> <p>Examples of Secondary Means of Identification.</p> <p>Physical Characteristics: male, Caucasian are consistent with SF 88, Report of Medical Examination dated 23 Feb 95 for Doe, John (NMI), 123-45-6789</p> <p>(i.e. Conclusion) The recovered fragmented remains are those of Major John Doe, USAF, 123-45-6789.</p>
<b><i>Section IV Recommendation and Approval</i></b>	
<p>Enter a recommendation.</p> <p>Sample statement for intact remains: <i>“I recommend that remains designated evacuation numbers P-1 and P-5 be identified as John Doe.”</i></p> <p>Sample statement for fragmented remains: <i>“I recommend that remains designated evacuation numbers (See attached list) be identified as John Doe.”</i></p>	
Signatures.	Self-explanatory.
<p>Sample narrative for recovered portions of dismembered or fragmented remains, i.e. dismembered portion: P-15 – left distal radius and ulna and hand with multiple lacerations.</p> <p>(i.e. of recovered fragmented remains)</p> <p>P-15 – left distal radius and ulna and hand with lacerations</p> <p>P-19 – proximal right femur to include head, greater and lesser trochanters, six inches of shaft</p> <p>P-20 – thumb of left hand</p> <p>P-35 – Caucasian epidermis with dark scalp hair, right ear and portion of back (7” x 10”) (Wt – 70 grams)</p> <p>For assistance in completion of the AF Form 697, contact HQ AFSVA/SVOM, Technical and Identification Branch, by calling toll free 1-800-531-5803, 24 hours a day.</p>	

## ATTACHMENT 3

## REQUIRED CASE FILE FORMATS

**A3.1.** Mortuary case files will include a table of contents at the beginning of each file and tabbed on the right side of the file. Files should be maintained in an 8 ½" x 11" Pendex by Esselite Pressboard Folder (NSN OS1-F11533F13).

**A3.2. Disposition of Mortuary Case Files.** When mortuary actions are complete and the summary courts officer file has been closed (per AFI 34-244, paragraph **3.11.6**), installations will forward the original case file to HQ AFSVA/SVOM and retain a copy for their files for three years.

**Table A3.1. Active Duty Case File Format.**

Front of File	Table of Contents
<b>Tab 1</b>	Form 57, <b>Mortuary Guide</b>
<b>Tab 2</b>	All message traffic.
<b>Tab 3</b>	AF Form 970, <b>Statement on Disposition of Remains</b> , confirmation letter or DD Form 2065, if death occurs overseas
<b>Tab 4</b>	All identification documents.
<b>Tab 5</b>	DD Form 2063, <b>Record of Preparation and Disposition of Remains</b> (Within CONUS) or DD Form 2062 (Outside CONUS)
<b>Tab 6</b>	AF Form 1947, <b>Escort Report</b> , and order appointing escort.
<b>Tab 7</b>	Department of the Army or Navy forms similar to and used in lieu of the above.
<b>Tab 8</b>	Copies of purchase and delivery orders and paid vouchers.
<b>Tab 9</b>	All payment documents, forms and supporting documents (AF Form 969, DD Form 1375).
<b>Tab 10</b>	Travel orders, vouchers and supporting documents for persons authorized funeral travel.
<b>Tab 11</b>	AF Form 140, <b>Cremation Authorization and Disposition of Cremains Request</b>
<b>Tab 12</b>	Itemized list of clothing items and all receipts for items purchased with the Government Purchase Card (GPC) authorization letter.
<b>Tab 13</b>	AF Form 1946, <b>Honor Guard Checklist</b> .

<b>Tab 14</b>	Chronological log of events.
<b>Tab 15</b>	DD Form 1300, <b>Report of Casualty</b> and or DD Form 2064, <b>Certificate of Death Overseas.</b>
<b>Tab 16</b>	Any other document you feel necessary (e.g., Family Liaison Officer Log). Document contents of this tab in the table of contents.

**A3.3.** Summary Courts case files will be tabbed on the left side of the mortuary case file. Files should be maintained in an 8 ½” x 11” Pendex by Esselite Pressboard Folder (NSN OS1-F11533F13).

**Table A3.2. Summary Courts Officer Format.**

<b>Tab 1</b>	Order appointing the Summary Courts Officer
<b>Tab 2</b>	Chronological log of events
<b>Tab 3</b>	Base Bulletins
<b>Tab 4</b>	All correspondence (document on Table of Contents)
<b>Tab 5</b>	AF Forms 1122, <b>Personal Property Inventory</b>
<b>Tab 6</b>	Shipping documents
<b>Tab 7</b>	Any Staff Judge Advocate (SJA) opinions
<b>Tab 8</b>	List of any property not shipped to the authorized recipient
<b>Tab 9</b>	List of items destroyed

**Table A3.3. Case File Format for Other Categories of Eligible Decedents.**

<b>Front of file</b>	<b>Table of contents</b>
<b>Tab 1</b>	All Message Traffic
<b>Tab 2</b>	Air Force form 969, confirmation letter, or DD Form 2065 if death is overseas
<b>Tab 3</b>	All identification documents
<b>Tab 4</b>	DD Form 2063 or 2062
<b>Tab 5</b>	Department of the Army or Navy Forms if used

<b>Tab 6</b>	Payment documents, copies of purchase and delivery orders, paid vouchers, and any other document relating to expenses
<b>Tab 7</b>	AF Form 140, Cremation Authorization and Disposition of Remains Request
<b>Tab 8</b>	DD Form 1300, DD Form 2064 and/or copy of state death certificate
<b>Tab 9</b>	Chronological log of events
<b>Tab 10</b>	Any other document you feel is necessary. Contents of this tab will be listed in the table of contents

**ATTACHMENT 4**  
**INSTALLATION CEMETERIES POLICY**

**A4.1. Installation Cemeteries Overview.** These cemeteries are located at an Air Force installation (including USAFA) or are privately or publicly owned cemeteries or burial plots located within or outside the boundaries of an Air Force installation. New cemeteries will not be established and existing cemeteries will not be expanded beyond present boundaries. Existing cemeteries will be used for authorized burials, within present boundaries, until filled or discontinued. Cemeteries will be maintained until disposition is effected by the procedures listed below.

**A4.2. HQ USAF/A1S.**

A4.2.1. Will prescribe policies relating to base cemetery functions.

A4.2.2. Designate an active military installation to maintain and supervise cemeteries on surplus Air Force installations that are not moved or otherwise disposed.

**A4.3. HQ USAF/A7E.** Will:

A4.3.1. Maintain base cemeteries.

A4.3.2. Initiate action for disposal of base cemeteries at excess installations as separate entities according to applicable laws and directives.

A4.3.3. Clear cemetery area and rehabilitate the land upon removal of remains.

**A4.4. The Installation Commander.** The installation commander will:

A4.4.1. Authorize interments or reservations according to prescribed policies.

A4.4.2. Be responsible for removal of remains and arranging reinterment (When possible, this action will be coordinated with the PADD).

A4.4.3. Operate and maintain cemeteries, including the construction and maintenance of walks, roads, walls, fences and drainage facilities; erosion control; care of shrubs, trees and grass; opening and closing of graves; procurement and installation of temporary grave markers; and installation of permanent markers.

A4.4.4. Maintain civilian cemeteries located on the installation when maintenance by the government is specified in the conveyance.

A4.4.5. Ensure interment records are maintained.

A4.4.6. Procure small grave decorating flags and ensuring their placement for Memorial Day and removal thereafter. All graves are decorated during the 24-hour period immediately preceding Memorial Day. The flags are removed on the first working day following the observance of Memorial Day.

A4.4.7. Budget and appropriate the expenses involved in the maintenance and restoration of base cemeteries, including plans pertaining to real property maintenance of the installation.

**A4.5. Installation Cemeteries Eligibility.** Those eligible for interment include:

A4.5.1. Members of the armed services of the United States on the active and retired lists as published by the decedent's service.

A4.5.2. The wife, husband, widow, widower, minor child and, in certain instances, the dependent unmarried adult child of any person listed above. Dependent, unmarried adult children include those who have never married, widows, widowers and divorcees. This is, provided the unmarried adult child, at time of death was incapable of self-support because of physical or mental condition and receiving over one-half of his or her support from the service-connected parent or surviving spouse, or has been receiving such support prior to the death of the parents and by reason of their death was receiving such support from some other source.

A4.5.3. General prisoners whose discharges have been executed and who die while under the jurisdiction of the Department of the Air Force.

A4.5.4. Prisoners of war, interred aliens and unclaimed remains that cannot be transferred to the custody of civil authority, provided no other disposition of remains is made under existing statutes.

A4.5.5. Veterans, when a dependent family member of the deceased was previously buried in such a cemetery.

A4.5.6. Individuals whose remains are directed to be disposed HQ AFSVA/SVOM.

**A4.6. When the Family Member Died Before the Eligible Member.**

A4.6.1. If a dependent family member dies before the service member, interment is made in an installation cemetery upon submission of a certificate signed by the service member verifying he or she will be interred in the same grave or an adjoining (side-by-side) grave. This certificate will be presented or promptly mailed to the base mortuary officer. The certificate will state, "This is to certify that in consideration of the interment of the remains of my (spouse-child) (name), in the (name) Base Cemetery, my remains shall, upon my demise, be interred in the same or adjoining grave."

A4.6.2. When a dependent child is interred prior to the death of either parent, the service member will complete the certificate referenced in paragraph **A4.6.1**. The certificate will be completed with the understanding all available space in the occupied grave must be used for any future family interment before the second grave can be used and this applies to the service member as well.

A4.6.3. Additional eligible dependent family members may be interred before the death of the service member, provided not more than two side-by-side graves are used and the space is reserved for burial of the service member.

**A4.7. Reserving Gravesites.** Gravesites are not reserved or assigned in advance of interments except for adjoining gravesites. When the service member dies first, an adjoining grave may be reserved for the eventual interment of the surviving spouse. The spouse must request their interment reservations at the time interment arrangements are being made for the member. The surviving spouse receives an inquiry every two years to verify whether to continue the reservation. Until the inquiry is received, it will not be necessary for the spouse to contact the base concerned to continue the reservation. Failure to reserve an adjoining gravesite does not

preclude burial of the spouse in the same grave with the service member or removal of remains at private expense to a location where two adjoining graves are available. When arrangements are made for the interment of a dependent of a service member, the surviving service member requests an adjoining gravesite be reserved.

**A4.8. Disposal.** When feasible, base cemeteries are disposed of according to the provisions of AFI 32-9004, *Disposal of Real Property*. Normally, the General Services Administration accomplishes disposal by transfer to a state, county, municipality, or other proper agency or by removal and re-interment of remains in a government, private, or public cemetery or by transfer of custody to the PADD or other relatives. Once a cemetery disposal is complete, it will not be reacquired without prior approval of an acquisition request as outlined in AFI 32-9001, *Acquisition of Real Property*.

A4.8.1. Maintain all roads and walks in a manner that protects the government investment. Keep them in safe condition. Apply dust palliatives to roads and walks where necessary.

A4.8.2. Maintain structures, including buildings, walls, fences, gates, and flagpoles, to ensure stability. The necessity for repainting cemetery structures is determined on the basis of preservation and appearance.

A4.8.3. Keep grave markers clean and neat in appearance at all times. Replace only when defaced or damaged to the extent that they no longer present an acceptable appearance. Reset and realign when necessary to maintain uniformity of appearance and arrangement.

A4.8.4. Maintain water distribution systems as necessary to provide a supply of water adequate to meet requirements for the cemetery.

A4.8.5. Due to soil and climate variations, geographical locations, structure types and permanence, plus other factors, detailed criteria for cemetery maintenance is prescribed by each installation commander having responsibility for such work.

A4.8.6. Do not initiate new construction work at base cemeteries. Improvements, alterations, or extensions to existing facilities are not authorized. The replacement of, or major repairs to, existing roads, walks, grounds, fences, buildings, drainage facilities, or other features will be accomplished only where determination is made that the cemetery will remain indefinitely and that its maintenance will continue to be the responsibility of the Department of the Air Force.

**A4.9. Record and Reports.** A complete record of interments will be maintained in base cemeteries. At the end of each month, AF Form 593, *Interment Record-Base Cemetery* will be prepared in duplicate. The original will be sent to the MAJCOM concerned and the duplicate will be retained at the installation. On closure of an installation where a base cemetery is located, the Base Records Manager will request disposition instructions for cemetery and burial records in accordance with AFI 33-364.

**A4.10. Maintenance of Cemeteries.** Cemeteries are classified as improved grounds according to the standards for maintenance of grounds and drainage as adopted by DOD. Lands in this classification are maintained at a degree necessary to present a desirable appearance. This work includes, but is not limited to, periodic mowing, fertilization, weed control, insect and rodent control, plant disease control, pruning and renovation of trees, shrubs and vines, removal of debris and control of traffic. The maintenance of storm drainage systems is performed to the extent necessary to prevent water damaging soil erosion and recurrent flooding. All maintenance of cemeteries is confined to existing facilities and will be accomplished according to the standards prescribed in the following paragraphs:

## ATTACHMENT 5

## MORTUARY ENTITLEMENTS FOR MILITARY PERSONNEL REFERENCE CHART

1	Primary Expense Items	Paragraph References
a	Recovery and Removal of remains	Initial movement of remains will be accomplished according to <b>2.8.</b> and <b>3.4.</b>
b	Preparation	Described in paragraph <b>2.8.</b> and the PWS at <a href="https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12">https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12</a>
c	Specification Casket	Described in paragraph <b>2.9.</b> and the PWS <a href="https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12">https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AE-12</a>
d	Shipment of Remains	Refer to <b>Section 2E, <i>Transportation of Remains and Funeral Travel.</i></b>
e	Death Certificates	Refer to paragraph <b>2.1.</b>
f	Burial Clothing	Refer to paragraph <b>2.11.</b> and <b>Chapter 9</b> for authorized uniform items and procurement instructions)
g	Cremation and Urn	Refer to paragraph <b>2.13.</b> for additional information
<b>2</b>	<b>Secondary (Interment) Expense Items</b>	
a	Funeral Arrangements	Refer to paragraph <b>2.14.</b>
b	Cemetery Expenses	Refer to paragraph <b>2.15.</b>
<b>3.</b>	<b>Other Mortuary Entitlements</b>	
a	Escort	(See paragraph <b>2.16.</b> for additional escort information)
b	Summary Courts Officer	Refer to paragraph <b>2.17.</b> and AFI 34-244, <i>Disposition of Personal Property and Effects</i> , for policy and instruction on the Summary Courts Officer's appointment, duties and disposition of personal property and effects
c	Interment Flags and Hardwood Flag Cases	See paragraphs <b>2.18., 2.19.</b> and <b>3.29.</b> for additional flag and flag case information and <b>Chapter 9</b> for procurement instructions
d	Military Funeral Honor.	Refer to paragraph <b>2.20.</b> and <b>Chapter 8</b>
e	Interment in a Government Cemetery	Refer to paragraph <b>2.22.</b> or <a href="http://www.cem.va.gov">http://www.cem.va.gov</a>
f	Government Headstone or Memorial Marker	Refer to paragraph <b>2.23.</b> and <b>2.24.</b> for shipment information
g	Transportation of Remains	Refer to <b>Section 2E, <i>Transportation of Remains and Funeral Travel</i></b>

h	Person(s) Authorized Funeral Travel	Refer to paragraph <a href="#">2.31</a> .
---	-------------------------------------	---

**Attachment 6 (Added-MOUNTAINHOME AFB)**  
**CHAIN OF COMMAND/FLIGHT ROTATION SCHEDULE**

The Honor Guard chain of command is as follows:

366 FW/CC

HGC

366 FSS/CC

Honor Guard OIC

366 FSS/FSOXU

Honor Guard NCOIC

Appointed person from 366 FSS

<b>A FLIGHT</b>	<b>B FLIGHT</b>	<b>C FLIGHT</b>
OIC	OIC	OIC
Flight Sergeant	Flight Sergeant	Flight Sergeant
Team Member	Team Member	Team Member
Team Member	Team Member	Team Member
Team Member	Team Member	Team Member
Trainees	Trainees	Trainees
Future Members	Future Members	Future Members

[Attachment 7 \(Added\)](#)

**INCENTIVE PROGRAM**

**A7.1. (Added-MOUNTAINHOME AFB) Uniform.** The HG ceremonial uniform as prescribed in AFI 36-2903, is provided for each member upon successful completion of training at no cost to the individual. Alterations are also at no cost to the member. See the HG/NCOIC for dry cleaner information.

**A7.2. (MOUNTAINHOME AFB)Dry Cleaning.** Honor Guard uniforms, when used for official HG functions, can be cleaned by La Mode Cleaners in Mountain Home at no cost to the member.

**A7.3. (MOUNTAINHOME AFB)Travel Uniform.** A warm-up suit for traveling is issued to members for their travel to and from details.

**A7.4. (MOUNTAINHOME AFB)Per Diem.** Used to reimburse HG members for mandatory lodging expenses, or when the team has been out of the local area for more than 12 hours or drive time of over 5 hours.

**A7.5. (MOUNTAINHOME AFB)Reserved Parking.** Honor Guard members are authorized to use the reserved –Honor Guard” parking spaces provided throughout the base.

**A7.6. (MOUNTAINHOME AFB)Service Dress Badge.** Each member is authorized to wear the HG functional badge on their Service Dress while assigned to the HG.

**A7.7. (Added-MOUNTAINHOME AFB) Awards.** Honor Guard holds the 366 FW quarterly and annual awards competition. Members earn quarterly nominations based on exceptional drill and ceremony skills, positive attitude, dress and appearance, leadership and 20 plus details performed.

[Attachment 8 \(Added\)](#)

**SAMPLE DECORATION POLICY**

MEMORANDUM FOR 366 FW/CC

FROM: HQ ACC/CC

SUBJECT: Honor Guard Decoration Policy

1. Honor Guard participation depends more than ever on volunteers and we must be sure to appropriately recognize "above and beyond" performance. Most ACC bases use the Air Force Achievement Medal (AFAM) to recognize exceptional Honor Guard performance, which is consistent with practices in other MAJCOMs; however, the criteria for award consideration of an AF decoration for Honor Guard participation is not standardized within ACC.

2. In addition to basic information found in AFI 36-2803, *The Air Force Awards and Decorations*, it is important our people understand what is required of them to be eligible for decorations and also important standardized, consistent criteria be applied throughout the command so award of any decoration is perceived as fair. Therefore, effective immediately, the following will be used as standard criteria when determining whether or not an individual qualifies for a decoration for Honor Guard participation.

a. **Operational Performance.** A base must specify a minimum number of details (can be expressed in the form of hours) to be completed prior to being eligible for a decoration.

b. **Personal Bearing and Behavior.** The Honor Guard OIC or NCOIC must certify the individual's bearing and behavior are above reproach, has no record of misconduct during the period of time served on the Honor Guard, routinely exceed minimum AF dress and appearance standards IAW AFI 36-2903, display a positive attitude, and represents the USAF in an exceptional manner.

c. **Minimum Time Served.** Member will serve on the Honor Guard no less than 1-year.

d. **Letter of Recommendation.** The responsible 366 FSS/CC (or the 366th Mission Support Group Commander (366 MSG/CC) where the Honor Guard is organized under the 366 MSG) will recommend the individual for an Air Force decoration.

3. These criteria are minimums and simply identify the performance standards required to make an individual eligible for consideration. These criteria should be used in conjunction with AFI 36-2803, which provides general guidance for all AF decorations. In no case will a decoration be "automatic" just because the above criteria are met. Instead, commanders will evaluate the individual's performance and use good judgment to determine those most deserving of a decoration.

366 FW/CC Signature Block

**Attachment 9 (Added)****TRAINING QUALIFICATION REQUIREMENTS**

**A9.1. (Added-MOUNTAINHOME AFB) Qualification Sequence.** Members must be able to accomplish all of the following while maintaining military bearing:

A9.1.1. **(Added-MOUNTAINHOME AFB)** Movement with the weapons: Attention, parade rest, ceremonial at ease, left/right face, about face, port/order arms, left/right shoulder, ground/take arms.

A9.1.2. **(Added-MOUNTAINHOME AFB)** Colors/flag bearers: Attention, stand at ease, port arms, present/order arms, colors turn, marching.

A9.1.3. **(Added-MOUNTAINHOME AFB)** Firing party sequence: Ceremonial at ease, ready face, ready (three vollies), present arms, order arms.

**A9.2. (Added-MOUNTAINHOME AFB) After Qualification.** HG members will learn to do the following:

A9.2.1. **(Added-MOUNTAINHOME AFB)** Pallbearer: Pre-arrival positions, hang-steps, bearers turn, ceremonial at ease, stand at ease, bearers attention, bearers mark-time halt, casket retrieval, casket carry, casket placement, urn carry.

A9.2.2. **(Added-MOUNTAINHOME AFB)** Sabers: Attention, ceremonial at ease, present/order arms.

A9.2.3. **(Added-MOUNTAINHOME AFB)** Flag folding:

A9.2.3.1. **(Added-MOUNTAINHOME AFB)** Six-person fold: NCOIC of pallbearing, carry, mark, cross-mark, fold, hand-off.

A9.2.3.2. **(Added-MOUNTAINHOME AFB)** Two-person fold: Fold, hand-off.

**Attachment 10 (Added)****POLICY ON MAINTENANCE OF THE HONOR GUARD VAN**

**A10.1. (Added-MOUNTAINHOME AFB) Prior to Leaving.** The team is responsible for the following prior to leaving for a detail:

A10.1.1. **(Added-MOUNTAINHOME AFB)** Ensure fluid levels are full.

A10.1.2. **(Added-MOUNTAINHOME AFB)** Inspect both outside and inside condition of the van.

A10.1.3. **(Added-MOUNTAINHOME AFB)** Annotate discrepancies on the AF Form 1800, *Operator's Inspection Guide and Trouble Report*.

A10.1.4. **(Added-MOUNTAINHOME AFB)** Sign AF Form 1800 on the date the van is checked out.

**A10.2. (Added-MOUNTAINHOME AFB) Upon Return.** Complete the following procedures upon returning from details:

A10.2.1. **(Added-MOUNTAINHOME AFB)** Fill tank with fuel.

A10.2.2. **(Added-MOUNTAINHOME AFB)** Remove trash from van.

A10.2.3. **(Added-MOUNTAINHOME AFB)** Vacuum inside of van.

A10.2.4. **(Added-MOUNTAINHOME AFB)** Wash outside of van.

**A10.3. (Added-MOUNTAINHOME AFB) Inspection.** HG/NCOIC will inspect for proper cleanliness.

A10.3.1. **(Added-MOUNTAINHOME AFB)** If the detail ends after duty hours, complete the cleaning process and turn keys into lodging. HG/NCOIC will inspect the van the next duty day. If the van does not meet inspection guidelines, members of the last detail will clean the van.

**A10.5. (Added-MOUNTAINHOME AFB) Maintenance.** HG/NCOIC will ensure a pre-authorized vendor changes the oil every 7,500 miles. Maintenance and upkeep of the van is charged to the credit card attached to the van key.

**A10.6. (Added-MOUNTAINHOME AFB) Travel Uniform.** Members driving the HG van will be in uniform. Travel uniform is acceptable when traveling to and from a detail/funeral.

[Attachment 11 \(Added\)](#)

**SAMPLE REQUEST FOR HONOR GUARD MEMBERSHIP**

*Date*

MEMORANDUM FOR COMMANDER/SUPERVISOR/APPLICANT TO FW HG.

FROM: 366 FW/CC

SUBJECT: Request for Honor Guard Membership

1. \_\_\_\_\_ has applied to become a member of the Mountain Home Air Force Base Honor Guard team. This is a commitment not only between the Honor Guard and the member, but also between the applicant's supervisor and his or her commander. Acceptance is not automatic. The individual must complete a training workshop and performance evaluation, which is currently offered once a quarter. After completion of the training period and qualification for the honor guard, the individual is expected to perform with the team for a period of at least 1-year. We ask you read the attached membership requirements before signing this applicant's form.

2. As the member's commander or supervisor, we are asking you to assist in supporting their commitment. There are some things which need to be considered before signing this form. The supervisor must be willing to:

- Release member from duty during his scheduled on-duty month.
- Release member to fulfill all Honor Guard details as needed during on-call months.
- Follow all instructions provided in AFI34-242/MHAFB Sup 1.

3. It is both an honor and a privilege for members to serve on the Mountain Home AFB Honor Guard. We look forward to working with your candidate, and eventually having him selected as one of "The Elite." If you have any questions or concerns, please contact the Honor Guard NCOIC at 8-2874.

366 FW/CC Signature Block

1st Ind to 366 FW/CC, *date*, Request for Honor Guard Membership*(Supervisor's squadron/office symbol)*MEMORANDUM FOR \_\_\_\_\_/CC *(Member's squadron CC)*

I understand the commitment involved in becoming an Honor Guard member and agree to ensure full support of this commitment, following the guidelines in *AFI 34-242/MHAFB SUP*.

---

*(Applicant's supervisor signature block)*

**Attachment 11 (Added) (Cont'd)****MOUNTAIN HOME AFB HONOR GUARD**

2d Ind, \_\_\_\_\_ (*Commander's or First Sergeant's office symbol*)

MEMORANDUM FOR 366 FSS/CC

I am aware \_\_\_\_\_ has applied for membership in the MHAFB Honor Guard. I concur with the supervisor's commitment to supporting this membership.

---

*(Sq/CC or CCF signature block)*

**Attachment 12 (Added)****THREE-MONTH ROTATION FOR HG FLIGHTS****A12.1. (Added-MOUNTAINHOME AFB) Rotating Flight Schedule Definitions:**

A12.1.1. **(Added-MOUNTAINHOME AFB)** The month a flight is "on-duty," means they will report to the Honor Guard office on the first day of the month ready to perform all scheduled details for the month.

A12.1.2. **(Added-MOUNTAINHOME AFB)** The month a flight is "on-call," means they will be tasked only if the "on-duty" flight is unable to fill a scheduled detail.

A12.1.3. **(Added-MOUNTAINHOME AFB)** The month(s) a flight is "off-duty," means no funeral details will be tasked to the flight unless no other personnel are available.

A12.1.4. **(Added-MOUNTAINHOME AFB)** Members will brief their supervisors of their assigned schedule.

**A12.2. (Added-MOUNTAINHOME AFB) Rotation Plan:**

A12.1.1. **(Added-MOUNTAINHOME AFB)** An Honor Guard member serves in one of three Flights (Alpha, Bravo or Charlie) for 1-year.

A12.1.2. **(Added-MOUNTAINHOME AFB)** Each flight is comprised of 15 members in a 1:3 rotation cycle that runs concurrently with the quarterly system.

A12.1.3. **(Added-MOUNTAINHOME AFB)** The rotation is as follows: 1-month active, 1-month on stand-by, and 1-month off.

A12.1.4. **(Added-MOUNTAINHOME AFB)** Stand-by is used in emergency cases of AD deaths or conditions requiring more than the Guardsman of the active Flight.

**A12.3. (Added-MOUNTAINHOME AFB) Typical Flight Rotation Schedule (3-month cycle):**

Month 1	Month 2	Month 3
A Flight On-Duty	C Flight On-Duty	B Flight On-Duty
B Flight On-Call	A Flight On-Call	C Flight On-Call
C Flight Off-Duty	B Flight Off-Duty	A Flight Off-Duty

**A12.4. (MOUNTAINHOME AFB) Typical Timeline using Spring 2010 (1 April – 30 June):** 1 Jan: Sign-up sheets and applications submitted to groups. Renegotiate contracts as necessary.

1 Feb: Applications and sign-up sheets returned to Honor Guard.

1 Feb - 28 Feb: Selected members scheduled for training/qualification (new members only). If selected, then order uniforms.

24 Mar: 3-day turnover period begins.\*

1 Apr: New flight begins their 1-month rotation period.

**\*Important:** There is a required 3-day turnover period to transition from the outgoing Flight to the incoming Flight.