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Services

MORTUARY AFFAIRS PROGRAM



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This instruction implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services*, DoDI 3001.03, *Accounting for Personnel Lost in Past Conflicts – The Armed Forces Identification Review Board* and DoD 4515.13-R, *Air Transportation Eligibility*. This instruction provides guidance for remains disposition of Air Force and other eligible personnel, responsibility to ensure convening medical authorities accomplish positive identification of remains, military funeral honors, guidance and procedures for search and recovery, government cemeteries and headstones, DoD mortuary facilities, procurement of supplies, contract mortuary services, case file maintenance, records administration and disposal, and reimbursable supplies and services. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops policy for the Air Force Mortuary Affairs Program. This publication may be supplemented at any level; all MAJCOM-level supplements require approval by the publication OPR prior to certification and approval. All Air Force military and civilian personnel (includes Air Force Reserve Command and Air National Guard (units and members)) comply with this publication. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. This instruction does not apply to the Casualty Assistance and Civil Defense Programs. Refer recommended changes and questions about this publication to the Office of Primary Responsibility. Waivers to this publication may only be granted on a case-by-case basis by HQ

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SUMMARY OF CHANGES

This document is substantially revised and requires complete review. This publication incorporates content previously found in AFI 34-511, *Disposition of Personal Property and Effects*, which will rescinded upon publication of this document. This revision updates the tiering requirements and provides detailed guidance on cemetery management. Retained are the process steps necessary to standardize activities across the enterprise. This policy also revises the guidance on denial of Military Funeral Honors determinations. The overall instruction is simplified and acronyms spelled out as required.

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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 decedent's remains prescribed in this instruction in peacetime and wartime across the range of military operations. It also provides guidance for the provision of entitlements and communication with the Person Authorized to Direct Disposition of the remains.

1.1.1. Training. Due to the highly sensitive nature of this program, commanders must ensure personnel involved in the Mortuary Affairs program are properly trained and proficient in the execution of their Mortuary Affairs duties. **(T-1)**

1.1.2. Installation Mortuary Plan. Installation commanders will ensure their mortuary plans are current include provisions for individual deaths, search and recovery operations, and mass fatalities.

1.2. Overview of the Mortuary Affairs Program. Provides support across the full range of military operations in two distinct categories:

1.2.1. The Current Death category. Eligible personnel receive with professional mortuary services (removal, identification, preparation, and disposition of remains) and supplies (clothing, casket, etc.) incident to care and disposition.

1.2.2. The Graves Registration category. Provides for search, recovery and evacuation of remains to a theater mortuary affairs activity or temporary burial site.

Section 1B—Mortuary Affairs Program Roles and Responsibilities.

1.3. Headquarters United States Air Force, Director of Services (HQ USAF/A1S):

1.3.1. Establish policy for the execution of the Air Force Mortuary Affairs Program.

1.3.2. Provide oversight for Air Force Mortuary Affairs Operations (AFMAO) and ensure the organization has the required training, equipment, and resources to effectively execute the Air Force Mortuary Affairs Program and operate the Port Mortuary at Dover AFB.

1.3.3. Determine the requirement for the establishment of additional Air Force mortuaries or closure of same.

1.4. AFMAO Commander:

1.4.1. Will serve as waiver authority for all items tiered as T-1 throughout this instruction, except for any actions required of the AFMAO Commander. In those instances, the Director of Air Force Services (AF/A1S) will serve as waiver authority at the T-1 level.

1.4.2. Ensure AFMAO has the required training, equipment, and resources to effectively execute the Air Force Mortuary Program and operate the Port Mortuary at Dover AFB. **(T-1)**

1.4.3. The Secretary of the Air Force (SecAF) delegates to the AFMAO Commander the approval authority to expand eligible family member travel, beyond the Primary Next of Kin and two additional travelers (named by Primary Next of Kin), to attend a Dignified Transfer at Dover AFB.

1.4.4. Be the final authority to consider requests for extensions to Summary Courts Officer cases beyond 180 days.

1.4.5. Serve as the Air Force voting representative to the Central Joint Mortuary Affairs Board and Cemetery Management Board.

1.5. Air Force Mortuary Affairs Operations (AFMAO):

1.5.1. Act as the Office of the Secretary of Defense's designee in the execution of the Dignified Transfers process.

1.5.1.1. Establish policy for the operation of the Campus for the Families of the Fallen including the Fisher House, Meditation Pavilion and Center for the Families of the Fallen to support family members who are attending the Dignified Transfer.

1.5.2. Serve as the Military Funeral Honors and Installation Honor Guard Program point of contact for the Air Force.

1.5.3. Operates, trains, and equip the Port Mortuary(ies), on behalf of the Secretary of the Air Force.

1.5.4. Develop mortuary affairs procedures, techniques and processes; provide oversight for the execution of the AF Mortuary Affairs Program.

1.5.5. Create and maintain case files for incidents in which an active duty member is declared deceased but remains are not recovered; these cases are referred to as Body Not Recovered. Gather and store all statistical data on each non-recovered individual for use in future search, recovery and identification.

1.5.6. Provide subject matter expert to installation Mortuary Affairs office in reviewing claims and Cost Data Worksheets and make adjudication recommendations for funeral, interment and transportation expenses.

1.5.7. Oversee the Family Assistance Representative program.

1.5.8. Oversee and execute the Air Force Past Conflict Mortuary Program in accordance with all applicable laws, directives, and policies.

1.5.9. The Mortuary Affairs Branch provides case management oversight for deaths covered in **chapters 2 and chapter 4** of this instruction.

1.5.10. Validate or provide all Air Force mortuary affairs education and training. **(T-1)**

1.5.11. Provide support and guidance for Air Force aircraft incidents resulting in loss of life and mass fatality incidents.

1.6. MAJCOM/CC: Ensures capability exists within their command to provide mortuary support for deaths within geographic proximity to their installation and in compliance with the provisions of this instruction. **(T-1)**

1.7. MAJCOM/A1 and NGB/A1:

- 1.7.1. Ensures installations comply with the guidance set forth in this publication.
- 1.7.2. Implements a financial plan for governing the payment of mortuary related expenses within the command and at installations. **NOTE:** Does not apply to National Guard Bureau.
- 1.7.3. National Guard Bureau ensures all Air National Guard Installations have Search and Recovery capabilities.

1.8. Installation Commander, General Court Martial Convening Authority or Senior Air Force Officer within a non-Air Force led joint base organizational structure with installation level responsibilities:

- 1.8.1. Maintains overall responsibility for their installation Mortuary Affairs program. **(T-0)**
- 1.8.2. Ensures Mortuary Affairs is incorporated into the written installation-level mass fatality response plan or disaster response plan for the implementation and execution of the Mortuary Affairs program and for Search and Recovery operations, including the handling of remains in aircraft mishaps and mass fatalities occurring on and off base. **(T-0)**
 - 1.8.2.1. Ensures military personnel assigned to the installation, or available from another unit under a Memorandum of Understanding, are trained to support the installation Search and Recovery capability. **(T-1)**
- 1.8.3. Appoints a Summary Courts Officer for the disposition of personal property and effects. **(T-1)** The Summary Courts Officer will be a commissioned officer, appointed on orders (Special Orders Series A). **(T-1) NOTE:** General Court Martial Convening Authority must appoint the Summary Courts Officer. **(T-0)**
- 1.8.4. Ensures a Family Assistance Representative is appointed to support eligible family members. **(T-1)**
- 1.8.5. Determines whether or not an installation memorial service will be held in honor of a fallen Airman assigned to their installation and whether or not to invite the Airman's family. **(T-3) NOTE:** (1) The Installation Commander must ensure compliance with the (2) two-year limitation (as stated in JTR 032005) on the decision to hold a memorial service for family travel entitlements. **(T-0)** The Joint Travel Regulation restricts reimbursement for travel to memorial services to two years after the death of the Service member.
 - 1.8.5.1. Ensures the Mortuary Officer is the representative communicating with the Person Authorized to Direct Disposition (and Primary Next of Kin, if not the same as Person Authorized to Direct Disposition) in the scheduling of the installation memorial service, should one be held and the Airman's family is invited. **(T-3)**
- 1.8.6. Ensures the Installation Honor Guard Program is manned and the program is funded to render Military Funeral Honors within geographic area of responsibility. **(T-0) NOTE:** Does not apply to Air National Guard.
 - 1.8.6.1. Air National Guard units with Honor Guard teams will not perform military funeral honors details without proper coordination with the Active Duty Air Force unit owning the area of responsibility.

1.9. Force Support Squadron Commander or Director:

1.9.1. Be responsible to the Installation Commander, or Senior Air Force officer within the joint base organizational structure for the management of the Installation's Mortuary Affairs Program, Honor Guard Program and Cemetery Program (where applicable). **(T-0)**

1.9.2. Appoints a primary Mortuary Officer and at least one alternate Mortuary Officer. **(T-1)**

1.9.2.1. The primary Mortuary Officer is the Force Support Operations Officer or a designated civilian position, however the Force Support Squadron Commander or Director maintains overall responsibility for Mortuary Affairs Program.

1.9.2.2. Mortuary Officers will be exempt from additional duties outside the Force Support Squadron during a mortuary case, to include being a member of the notification team. **(T-1)**

1.9.3. Ensures the appointed primary and alternate Mortuary Officers attend the Mortuary Officers' Course as soon as a course slot comes available. AFMAO may provide training in the interim to allow newly assigned Mortuary Officers to conduct the duties of the position. **(T-1) NOTE:** Air National Guard Mortuary Officers can attend the Air National Guard hosted Mortuary Officer's course.

1.9.4. Ensures the primary or alternate Mortuary Officers can be reached during non-duty hours.

1.9.5. Ensures the primary and alternate Mortuary Officer(s) and Mortuary Technician(s) have user access to the Defense Casualty Information Processing System for use in mortuary case management. **(T-1)**

1.9.6. Ensures a written Installation Mortuary Plan is current and updated every two years.

1.9.7. Ensures a minimum of 11 personnel to support Search and Recovery operations are assigned by appointment letter and trained. Additional required S&R team augmenters' will receive just-in-time training.

1.9.8. Establish with the Wing Staff Judge Advocate, the base jurisdiction for mortuary affairs responsibilities. If the installation is exclusive federal jurisdiction, make all death notifications to the Armed Forces Medical Examiner System. The Armed Forces Medical Examiner System will determine the need for a forensic pathology investigation (which may include an autopsy examination). Establish and maintain Memorandum of Understanding between the Air Force or Air National Guard installation (if stand-alone) and local civilian authorities. Delineate the roles and responsibilities with transportation and care of the remains of all decedents, in the event the Armed Forces Medical Examiner System determines a forensic pathology investigation is not warranted when the death occurs on the installation. Handle all deaths occurring off the installation in accordance with local statute as defined by local authorities. Include provisions for the other categories of deceased covered in [Chapter 4](#) of this publication when the death occurs on an Air Force installation that is not under federal jurisdiction. **(T-1)** Download the Memorandum of Understanding template from the AFMAO SharePoint.

1.9.9. Ensures a Memorandum of Agreement or Memorandum of Understanding is established between Regular Air Force and Air Reserve components for Mortuary, Honor Guard, or Search and Recovery support, as required. **(T-1)**

1.9.10. Ensures a response is provided for inquiries from family members or outside agencies concerned with the quality of service provided by Installation Mortuary Office, Honor Guard or Cemetery (where applicable). **(T-1)**

1.9.11. Ensures Mortuary Technicians attend the Mortuary Technician's Course within six months of assignment. **(T-0)** *NOTE:* Air National Guard Mortuary Technicians will attend the Air National Guard Mortuary Affairs Skills Enhancement Course within six months of appointment.

1.10. Installation Mortuary Officer:

1.10.1. Utilize AF Form 57, *Mortuary Guide*, the *Air Force Mortuary Case Management DCIPS Checklist* and Defense Casualty Information Processing System for mortuary case management. *NOTE:* Defense Casualty Information Processing System Checklist and User Guide are available on AFMAO SharePoint. **(T-1)**

1.10.2. Develops a written Installation Mortuary Plan. *NOTE:* Example plan available on AFMAO SharePoint. **(T-1)**

1.10.3. Establishes, trains, and equip the Installation Search and Recovery Team. **(T-1)**

1.10.3.1. Establishes an annual contract, Blanket Purchase Agreement or a one-time contract for mortuary services that complies with Performance Work Statement for the DoD Contracted Mortuary Services. *NOTE:* This requirement does not pertain to Air National Guard, except for Puerto Rico and US Virgin Islands Air National Guard. **(T-1)**

1.10.4. Most Mortuary Officer responsibilities can be delegated to the Mortuary Technician. Mortuary Technicians may assist Mortuary Officers with the preparation of viscera before embalming and suturing of remains after embalming. The Mortuary Technician will not brief the Person Authorized to Direct Disposition, ensure positive identification of remains, inspect remains, prepare embalming chemicals or embalm remains, take responsibility for the Search and Recovery team or perform annual inspections of contract funeral homes.

1.11. Air University, Eaker Center for Professional Development will develop and provide, in coordination with AFMAO, formal mortuary training:

1.11.1. Mortuary Officers' Course for primary and alternate, military and civilians. **(T-1)**

1.11.2. Mortuary Technicians' Course enlisted and civilians assigned to mortuary technician duties. **(T-1)**

Section 1C—Additional Roles.

1.12. Person Authorized Direct Disposition (PADD). The individual designated by the deceased member on DD Form 93, *Record of Emergency Data*, entitled to direct the disposition of the remains.

1.12.1. If a member has failed to designate a Person Authorized to Direct Disposition, or the designated Person Authorized to Direct Disposition relinquishes his or her rights to direct disposition in writing, the Air Force will utilize the hierarchy listed in [paragraphs 1.12.3.1](#) through [1.12.3.9](#) to determine who serves as the Person Authorized to Direct Disposition, in order of precedence. **(T-0)**

1.12.2. If two or more persons claim the right to direct disposition and cannot provide documentary support, agreement may be achieved either between them mutually or via legal adjudication in the civil courts. The Air Force will adhere to any order provided by a civil court with respect to a decision as to who has the authority to effect disposition of the remains of a fallen Airman. **(T-0)**

1.12.3. The Air Force will use the following order of precedence to determine who serves as the Person Authorized to Direct Disposition.

1.12.3.1. Surviving spouse.

1.12.3.2. Children over 18 years of age, in order of age from oldest to youngest.

1.12.3.3. Father or mother, whichever is older and if not divorced. If divorced when decedent was a minor, the custodial parent or legal guardian has the right to direct disposition. If the parents divorced after the decedent was of legal age, the eldest parent has the right to direct disposition.

1.12.3.4. A blood relative who had legal custody by court decree or statutory provision.

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

1.12.3.6. Grandparents, in order of age.

1.12.3.7. 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.

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

1.12.3.9. A person standing in “loco parentis” to the decedent, if no person in [paragraphs 1.12.3.1](#) through [1.12.3.8](#) can be found.

1.13. Summary Courts Officer. A Summary Courts Officer must be a commissioned officer appointed by a General Court Martial Convening Authority to handle the personal property and effects of deceased personnel and other eligible individuals. **(T-0)**

1.14. Escort and Special Escort. The escort must accompany the remains from the preparing mortuary to the funeral home or other location requested by the Person Authorized to Direct Disposition. **(T-0)**

1.15. Family Assistance Representative. The Family Assistance Representative is a military member, recommended by the commander of the deceased, and appointed by the Installation Commander, who assists the Person Authorized to Direct Disposition or Primary Next of Kin as outlined in [Chapter 12](#) of this instruction. The Family Assistance Representative is not an expert in any entitlements area but serves as an advocate to link the family to available resources to support the family.

1.16. Unit Commander of a Fallen Airman:

1.16.1. Will appoint in writing a unit member to serve as the Family Assistance Representative and Escort unless a special Escort is requested by the family. **(T-1)**

1.16.2. Will coordinate installation memorial service for fallen Airman with Mortuary Officer. **(T-3)**

1.16.3. Will provide logistical support to the family to meet their needs including all transportation support to and from the airport, the memorial service and any other assistance necessary. **(T-3)**

1.16.4. Is authorized funded temporary duty to attend or send their designated representative to the funeral of a military member from within their organization, when that funeral is conducted away from their home station.

Chapter 2

MORTUARY ELIGIBILITY AND ENTITLEMENTS FOR AIR FORCE PERSONNEL

2.1. Purpose. This chapter addresses mortuary entitlements for eligible military personnel.

Section 2A—Eligibility for Mortuary Entitlements.

2.2. Regular Air Force, United States Air Force Academy (USAFA) Cadets. Active duty members of the regular Air Force not dropped from the rolls (available for duty) prior to death and USAFA cadets.

2.3. Air Force Reserve Officer Training Corps (ROTC). 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.

2.4. Air Force Reserve and Air National Guard. Members of the Air Force Reserve and Air National Guard, to include Active Guard Reserve full-time personnel, who die:

2.4.1. While on active duty.

2.4.2. During Inactive Duty Training.

2.4.3. Performing authorized travel directly to or from active duty or Inactive Duty Training.

2.4.4. 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 staying at the member's residence, when so authorized by proper authority, during a period of inactive duty training or between successive days of inactive duty training.

2.4.5. 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 Air Reserve Component Honor Guard Member, it is the responsibility of the active duty Area of Responsibility Manager to immediately notify the installation Command Post and installation Mortuary Officer, as well as AFMAO.

2.4.6. For Traditional Guardsmen who do not meet the eligibility requirements as stated in 2.4.1. through 2.4.5., refer to [paragraph 4.21](#).

2.5. Enlistment Applicants. Accepted applicants for enlistment or commissioning in the Air Force under the jurisdiction of the Air Force.

2.5.1. This entitlement is limited to those enlistees who die after reporting to the Military Enlistment Processing Station, whether staying overnight in the Military Enlistment Processing Station area while awaiting transportation to or who die while enroute to basic training.

2.6. Discharged Military Personnel Who Die in a U.S. Government Hospital. Any person discharged (not retired) from an enlistment or commission while a patient in a U.S. Government hospital and remained a patient in the hospital to the date of death.

2.7. Retired or Retained. A member is considered in a retired or retained status if they were called to 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. A Summary Courts Officer will 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. **(T-0)** **NOTE:** Retired or retained members are eligible for the same entitlements as an active duty military member, with the exception of funeral travel.

Section 2B—Entitlements – Primary Expense Items – Services and Merchandise selected by the Person Authorized to Direct Disposition and provided by Funeral Home under Contract to the Air Force.

2.8. Recovery and Removal of Remains. Personnel are entitled to recovery and removal of their remains, to include subsequently identified portions or retained organs, to the preparing funeral home.

2.9. Basic Services of the Funeral Director and Staff. Basic services are a non-declinable service fee that a funeral home may charge for services provided in every death handled.

2.10. Preparation of Remains. Preparation includes embalming, wrapping or dressing and cosmetizing any remains and including those that are subsequently identified to a fallen Airman or organs retained by the medical authorities to assist in determining cause and manner of death.

2.11. Holding of Remains. The Air Force will pay all costs for holding remains awaiting burial in a government cemetery (e.g. VA cemeteries, State cemeteries, Arlington National Cemetery, West Point, USAF Academy, US Naval Academy, etc.), when the cemetery schedule is responsible for the delay in interment. **(T-0)**

2.12. Casket. DoD specification are: 18-gauge metal protective casket, solid hardwood casket, or hardwood cremation casket.

2.13. Shipment of Remains-Outer Shipping Container. Wooden or lightweight outer shipping container.

2.14. Death Certificates.

2.14.1. CONUS. Provide the Primary Next of Kin with fifteen (15) certified copies of the State Death Certificate. **(T-1)** Installations will comply with local requirements regarding completion and handling of death certificates. **(T-1)** The contract funeral home will obtain the death certificates as part of their contractual requirements. **(T-1)** **NOTE:** Corrections to Death Certificates will be made and (15) certified copies will be provided to the Primary Next of Kin when the fault for the correction lies with the Air Force. **(T-1)**

2.14.2. OCONUS. Overseas military hospitals or the Armed Forces Medical Examiner may prepare and forward one copy of the DD Form 2064, *Certificate of Death Overseas*, to AFMAO. AFMAO will distribute DD Form 2064 to the appropriate Mortuary Officer. **(T-0)**

2.14.3. Body Not Recovered. If death occurred in CONUS, State Death Certificate will be issued IAW State law. If death occurred OCONUS, a DD Form 1300 is prepared by the Air Force Casualty Office and distributed by the Casualty Assistance Representative IAW AFI 36-3002. **(T-0)**

2.15. Burial Clothing. Purchase of burial clothing, either military uniform or civilian.

2.16. Cremation and Cremation Permit. The Air Force will prepare and place the deceased in a solid hardwood casket and return the deceased to the destination designated by the Person Authorized to Direct Disposition. **(T-0)** The cremation will be through the funeral home designated and contracted by the Person Authorized to Direct Disposition at Air Force expense, IAW applicable statutory provisions. **(T-0)** The Air Force will pay the cost of the cremation permit. **(T-0)**

2.17. Urn. The Mortuary Officer will ensure a specification solid walnut or bronze urn is shipped with the deceased for placement of the cremated remains by the receiving funeral home. **(T-1)**

2.18. State Cemetery Fees. State VA Cemetery charges for interment.

Section 2C—Entitlements—Secondary Expense Items—Receiving Funeral Home Selected by Person Authorized to Direct Disposition.

2.19. Secondary Reimbursement Entitlements. The Air Force will pay for authorized secondary expense items listed in **Table 2.1**. **(T-1)** The Air Force can only pay up to the maximum amount listed on the maximum secondary allowance table located on the AFMAO SharePoint. **(T-0)** The Person Authorized to Direct Disposition is responsible for any additional costs above the allowance limits and any unauthorized secondary expenses found in **Table 2.2**. **(T-1) NOTE:** AFMAO can authorize secondary expenses for items not listed in **Table 2.1**.

Table 2.1. Authorized Secondary Expense Items.

Item	Expense items the Person Authorized to Direct Disposition may incur at the receiving funeral home and cemetery authorized for reimbursement up to the maximum reimbursement entitlement.
1.	Basic minimum services of funeral director & staff; receiving remains service charge
2.	Use of facilities for viewing or visitation, staff for viewing or visitation held elsewhere
3.	Use of funeral home chapel or staff for funeral or memorial service held elsewhere
4.	Graveside service charge
5.	Cemetery equipment
6.	Funeral and Memorial service
7.	Inurnment
8.	Commercial scatter fee
9.	Appropriate floral arrangements
10.	Pallbearers when military burial honors are not performed or declined by the Person Authorized to Direct Disposition
11.	Service programs, service bulletins or service orders
12.	Prayer cards and mass cards
13.	Acknowledgment cards
14.	Guest register
15.	Religious items required for disposition of remains
16.	Organist
17.	Interpreter for language or hearing impaired guests
18.	Musician (singer, choir, bagpipes, etc.) (Must be part of funeral or interment service)
19.	Clergy or Officiant honorarium
20.	Single grave space or crypt for casket; single grave space or niche for urn
21.	Opening and closing of grave, crypt or niche
22.	Burial permit fee
23.	Outer burial container; grave liner or vault for casket or urn, as applicable
24.	Grave marker or headstone
25.	Temporary grave marker
26.	Police escort(s) for funeral procession
27.	Family car or limousine for immediate family members
28.	Flower car or utility vehicle
29.	Lead vehicle
30.	Rental casket for cremation
31.	Sales Tax
32.	Photography, videography, DVDs and CDs, digital media
33.	Granite base and setting fees
34.	Additional Urns for use when splitting cremated remains among family members (No jewelry or micro urns intended as keepsakes)
35.	Motorcycle hearse or horse drawn carriage for transportation of remains

	(Automotive Funeral Coach or Hearse is the authorized transportation expense; a motorcycle hearse or horse drawn carriage is a specialty service chosen by the Person Authorized to Direct Disposition to add symbolic meaning to the funeral and interment)
36.	Storage fee for holding remains awaiting burial (delay requested by Person Authorized to Direct Disposition to meet family obligations)

Table 2.2. Unauthorized Secondary Expenses.

Item	Unauthorized receiving funeral home, cemetery or other service provider expenses.
1.	Person Authorized to Direct Disposition or Primary Next of Kin directed autopsy, and associated fees, including transportation of remains for these purposes
2.	Professional mourners or escorts provided by funeral home or other service provider
3.	Food or beverages not associated with funeral rites
4.	Perpetual care or endowment care (cemetery, mausoleum, niches, etc.)
5.	Car for clergy or pall bearers
6.	Family car(s) for persons not eligible for funeral or memorial travel entitlement
7.	Any services, supplies or memorialization items not directly associated with the funeral or interment service (No jewelry, window dressings, grave decorations, keepsakes, etc.)
8.	Replacement caskets due to personal preference (replacement for damaged caskets will be provided from primary expenses)

Section 2D—Other Entitlements.

2.20. Remains Escort. One Active Duty escort will accompany the remains from the preparing mortuary to the funeral home or other location requested by the Person Authorized to Direct Disposition. **(T-0)**

2.20.1. AFMAO is authorized to request personnel from other installations within a 150-mile radius of Dover AFB, regardless of command, to provide escort support on a temporary duty basis. **NOTE:** The aircraft commander for transporting the remains to AFMAO will serve as the escort.

2.21. Summary Courts Officer. A commissioned officer appointed to handle the personal property and effects.

2.22. Family Assistance Representative. Family Assistance Representatives are assigned from the decedent's unit.

2.23. Interment Flags. The decedent spouse, children, parents, and Person Authorized to Direct Disposition will be presented an interment flag. **(T-0)** If the parents are married, they will receive one flag to be shared. **(T-0)** If the parents are legally separated or divorced, they will each receive a flag. **(T-0)** The preparing or shipping installation will provide the flag to drape the casket. **(T-1)**

2.23.1. A DoD-furnished U.S. flag is not authorized for members who are denied Military Funeral Honors.

2.24. Hardwood Flag Cases. Each person entitled to receive an interment flag, is also entitled to receive an Air Force designated hardwood flag case. **(T-1)**

2.25. Dignified Arrival at Destination Airports. The preparing or shipping installation mortuary office will notify the installation Honor Guard and Mortuary Officer with the area of responsibility for the destination or arrival airport of the support requirements for the Dignified Arrival. **(T-1)** They must initiate notification by e-mail and followed by a phone call to ensure the support requirement is received. **(T-1) NOTE:** A Dignified Arrival does not have to be performed when the casket is moved over land, via hearse, from the contract funeral home or DoD mortuary to a receiving funeral home. The requirement to perform a Dignified Arrival applies only to the movement of casketed remains by commercial air, MilAir or Contract MilAir. **NOTE:** Dignified Arrivals are required at all United States airports (State & Territories) and at OCONUS locations where Honor Guard resources are available and airport regulations permit.

2.26. Military Funeral Honors. Military members in **Section 2A** who are interred in CONUS to include Alaska & Hawaii are authorized full military honors (a 20-person detail). Outside CONUS, military funeral honors if requested will be provided when and where circumstances permit. **(T-1)** Military Funeral Honors can only be rendered once with the exception of body not recovered cases where remains were later recovered and interred. Military funeral honors should be accomplished at the place of interment, entombment or inurnment, unless other location is requested by the Person Authorized to Direct Disposition. **(T-0)**

2.26.1. One General Officer from the fallen Airman's Major Command or Functional community will attend the funeral service for an Airman who dies in a combat theater of operation or succumbs while still in an active duty casualty status from wounds received in combat. The General Officer will present the interment flag(s) and may also present posthumous decoration(s) awarded the fallen, unless the Person Authorized to Direct Disposition requests otherwise. **(T-0)**

2.27. Memorial Register Books. If the installation has arranged a memorial service, the Mortuary Officer will ensure a memorial register book is available for those in attendance to sign and provide it to the Primary Next of Kin. **(T-3)**

2.28. Interment in a Government Cemetery. Burial in a national or military cemetery is based upon military service and governed by policy of the Department of Veterans Affairs (VA), or Branch of Service's cemetery policy. The requests for interment in national or military cemeteries is initiated by the funeral home.

2.28.1. Letter of Good Standing. National Cemeteries require a Letter of Good Standing (in lieu of or supplementing a DD Form 214 or DD Form 1300) regarding the decedent's active duty service which will be issued by a General Court Martial Convening Authority (template available on AFMAO ShrePoint). **(T-0)**

2.29. Government-Furnished Headstones. If requested, the VA will furnish and ship to authorized recipient a government headstone or marker.

Section 2E—Transportation of Remains; Authorized Next of Kin Travel to Attend a Dignified Transfer, Funeral or Installation Memorial Service.

2.30. Authorized Transportation Expenses. The Air Force will pay or reimburse the authorized transportation expenses listed in **Table 2.3**, from the place of death, to the place of scientific identification, and finally to the place of interment. **(T-1)**

Table 2.3. Authorized Transportation Expenses

Authorized Transportation Expenses	
Item	Transportation Expenses the Person Authorized to Direct Disposition may incur and are authorized for reimbursement
1.	Funeral Coach or Hearse (Automotive)
2.	Service Vehicle (Typically a Van or Sport Utility Vehicle, but only when used for the transport of remains to and from the preparing funeral home)
3.	Basic transportation fee (see 16 CFR FTC Rule 453)
4.	Air tray and casket outer shipping container
5.	Ziegler case (when required)
6.	Transit permits
7.	Removal of remains from place of death or place where they are released by authorities to a preparing mortuary or funeral establishment
8.	Delivery of remains from the preparing mortuary to the crematory and return
9.	Delivery of remains to a common carrier
10.	Shipment of remains by common carrier
11.	Delivery of remains from common carrier at destination to receiving funeral home or U.S. Government cemetery
12.	Delivery of remains from receiving funeral home to a local cemetery or crematory
13.	Funeral procession escorts (police) when required by state or local law
14.	Delivery of remains to a facility for a medicolegal death investigation under the authority of the Armed Forces Medical Examiner System
15.	Consular fees, if required for shipment overseas

2.31. Transportation of Remains within the fifty states and US Territories. The Mortuary Officer at the place of death determines the method of shipment to the final destination within the fifty states and US Territories which is accomplished via commercial air or ground transportation. If the remains are to be shipped OCONUS, ensure the installation contract funeral home has the requirements for shipping to a foreign country.

2.32. Authorized Modes of Transportation.

2.32.1. Commercial Aircraft. Remains may be shipped within CONUS, arranged by the contract mortuary or 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 (air tray) protects the casket and the remains during shipment.

2.32.2. Funeral Coach or Hearse. The Mortuary Officer will use a funeral coach or hearse for ground transportation within CONUS and commercial air for distances exceeding 300 miles. **(T-1)** Ground transportation will be used within and outside CONUS, if requested by the Person Authorized to Direct Disposition and they agree to pay any costs in excess of the cost to the government to transport the remains by air. **(T-1) EXCEPTION:** The AFMAO Commander or Deputy Commander will be the waiver authority for authorizing other than hearse transportation for remains transported from AFMAO.

2.32.3. Government Aircraft. The use of DoD owned or controlled aircraft, to transport the deceased to final destination for CONUS and non-combat theater operation fatalities, can only be authorized at the Military Service Vice Chief of Staff level. The Service Vice Chief of Staff may authorize the use of their own organic airlift to transport remains. To use Air Force owned or controlled aircraft, the respective supported Service Vice Chief of Staff will forward a request to AFMAO who will staff the request to the Vice Chief of Staff of the Air Force for approval or disapproval. **(T-0)**

2.33. Transportation of Remains – OCONUS (All locations outside of the fifty states and US Territories).

2.33.1. Europe - Remains will be transported from the place of death to the nearest OCONUS mortuary facility or AFMAO as directed by the Armed Forces Medical Examiner System. **(T-1)** The aircraft commander will serve as the escort for transport of remains within the Combatant Command or returning to AFMAO. **(T-1)**

2.33.1.1. Remains processed in a mortuary, other than Landstuhl, within the European Combatant Command will be transported to Ramstein AB, Germany, for movement to, Landstuhl, Germany, or AFMAO for final preparation. **(T-1)**

2.33.1.2. Remains processed at, Landstuhl, Germany, will be completely prepared and shipped with military escort via commercial carrier direct to destination designated by the Person Authorized to Direct Disposition. **(T-1)** If unable to obtain instructions from the Person Authorized to Direct Disposition, AFMAO will determine the destination. **(T-1)**

2.33.1.3. AFMAO Representative in Europe will establish the procedures for uniform or burial clothing acquisition, preparation and delivery to, Landstuhl, Germany, for placement on the deceased. **(T-1)**

2.33.1.4. AFMAO Representative in Europe will ensure AFMAO and the active duty Air Force installation closest to the destination airport are apprised of the date and time, airline and flight number of the arrival aircraft. **(T-1)**

2.33.2. Remains processed in a mortuary within the Pacific Combatant Command will be completely prepared and shipped with military escort via commercial carrier direct to destination designated by the Person Authorized to Direct Disposition. **(T-0)**

2.33.3. After coordination with Armed Forces Medical Examiner System, all efforts should be made to route remains located in Iceland, Greenland, Antigua, Ascension, Azores, and locations in Latin and South America directly to AFMAO, via most expeditious mode of transportation.

2.34. Transportation of Remains from AFMAO. Remains transported from AFMAO will be accomplished by one of three modes of conveyance: (1) Military air or military-contracted aircraft; (2) Commercial aircraft; or (3) Hearse. **(T-1)**

2.34.1. Only the remains of military personnel who die in a combat theater of operation and are processed at AFMAO are authorized transportation to final destination via dedicated military air or military-contracted aircraft.

2.34.1.1. If the death occurred in a combat theater of operation and the remains are to be shipped from AFMAO to an OCONUS location, AFMAO must arrange, to the maximum extent practicable, a MilAir or MilAir contract flight whose primary mission is the movement of the casketed remains and escort. **(T-1)**

2.34.2. The remains of military personnel who *do not* die in combat theaters of operation, and all other categories of deceased, whose remains are transported a distance greater than 300 miles from AFMAO are flown via commercial aircraft unless waiver approved by Vice Chief of Staff of the Air Force. **(T-0)**

2.34.3. The remains of military personnel who *do not* die in combat theaters of operation, and all other categories of deceased, transported a distance less than 300 miles are transported overland via a hearse. **(T-1)**

2.35. Stopover Requests. Additional stopovers enroute to the receiving funeral home or place of interment are not authorized. **(T-1)**

2.36. Prohibition of Arrival and Departure Ceremonies and Media Coverage. Do not conduct arrival or departure ceremonies. **NOTE:** A send-off where members stand to the side and salute as the deceased Airman departs is acceptable, provided no media, speeches, music or honors are rendered and the departure is not delayed. Except for Dignified Transfers at Dover AFB, media coverage of, deceased military personnel returning to or departing from any military installation, to include interim stops enroute to a stateside aerial port of entry is not authorized. **(T-0)**

2.37. Dignified Transfer. The Primary Next of Kin determines if family attends the Dignified Transfer of a fallen Airman returned through Dover AFB.

2.37.1. The travel entitlement is determined by the Primary Next of Kin and includes two (2) additional family members. The Family Assistance Representative assigned to the Primary Next of Kin will travel to support the family at the Dignified Transfer. **(T-1)**

2.37.2. Each traveler is authorized round trip travel, lodging and per diem. **NOTE:** Travel is usually completed within 2 days. While travel may be extended due to government-initiated delays in the transportation of the remains, such travel should not normally be extended at the request of the traveler. **(T-1)**

2.37.3. AFMAO will make all arrangements and fund cost associated with family and Family Assistance Representative travel to witness each Dignified Transfer. **(T-1)**

2.37.4. The Secretary of the Air Force has delegated to the AFMAO/CC the authority to expand the number of eligible family member travelers when special circumstances are presented by the Primary Next of Kin. The AFMAO/CC must limit the expansion of authorized travelers to those authorized funeral travel as listed in [Table 2.4, rules 1-5](#). **(T-0)**

2.37.5. A General Officer, or equivalent, from the fallen Airman's functional community or MAJCOM will attend the Dignified Transfer at Dover AFB when death occurred within a designated theater of combat operations. **(T-0)**

2.38. Media Coverage. The Primary Next of Kin may elect to authorize media access to capture the Dignified Transfer at Dover AFB. The Media Coverage can include either DoD photography and videography coverage or public media or both (personal photography is prohibited). The Primary Next of Kin has the authority to exclude media access all together. AFI 36-3002, *Casualty Services*, provides specific guidelines in the DoD-approved script for Primary Next of Kin to determine media access and other Next of Kin afforded travel to witness the Dignified Transfer at Dover AFB. **(T-0)**

2.39. Funeral Travel Eligibility. **Table 2.4** identifies the individuals authorized travel and transportation to attend a funeral ceremony. **NOTE:** The travel authority includes travel for eligible individuals to one of the following events:

- 2.39.1. An interment in a grave or entombment in a mausoleum of casketed remains.
- 2.39.2. An inurnment of cremated remains in a grave or niche in a columbarium.
- 2.39.3. A Body Not Recovered Memorial Service. A memorial service that is held for an Airman whose remains are not recovered following declaration of death and which reimbursement for expenses associated with a memorial service is authorized (10 U.S.C. Section 1482). **NOTE:** This does not include travel to an installation or unit memorial service.
- 2.39.4. The burial or interment of commingled remains that cannot be individually identified by the convening medical authority to specific persons involved in a common incident. There must be at least one Airman that died in the incident whose individual identified remains are incomplete, or where the likelihood the unidentifiable commingled remains contain a portion or portions of the Airman's remains. Conduct the burial or interment in a common grave, in a cemetery designated by AFMAO. **(T-0)**
- 2.39.5. A funeral service with or without the burial on the same day or in the same general location.
- 2.39.6. A memorial service when the deceased has been cremated. The memorial service may or may have the cremated remains present and may or may not be followed by burial or scattering on the same day or in the same general location.

Table 2.4. Individuals Entitled to Funeral Travel and Installation Memorial Service. (Joint Federal Travel Regulation).

1	The deceased member's surviving spouse (including a remarried spouse).
2	The deceased member's children, regardless of age, including: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> a. A natural parent of the member b. A stepparent 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 stepparent, who stood in loco parentis to the member for at least one year before the member became 21 years of age
4	The deceased member's siblings (natural, half, step, or adopted)
5	The person who directs the disposition of the deceased member's remains under 10 USC §1482(c)
6	In the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under 10 USC §1482(c) to direct disposition of the remains, <u>if individual identification had been made</u> .
7	If no person covered by 1, 2, 3, or 4 is provided travel and transportation allowances, then no more than two persons, closely related to the deceased member and selected by the Person Authorized to Direct Disposition.
8	Attendant or Escort accompanying an eligible traveler provided travel and transportation allowances for travel to the burial ceremony for a deceased member will also be provided round trip travel and transportation allowances for travel to the burial ceremony if: <ul style="list-style-type: none"> a. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the approval authority or AFMAO Commander; <u>and</u> b. There is no other eligible traveler of the deceased member traveling to the burial ceremony, eligible for travel and transportation allowances under Joint Travel Regulation par. U5501-A1 and qualified to serve as the attendant or escort.
	<i>NOTE 1.</i> For the purposes of this instruction, the term "child" includes 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). 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. An illegitimate child of the member if the member's parentage of the child is established IAW criteria prescribed in regulations by the Secretary concerned. If the member:

	<ul style="list-style-type: none"> - Admits parentage in writing. - Is judicially decreed (by other than a foreign court) the child's parent. - 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).
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2.40. Authorized Funeral and Installation Memorial Service Travel Allowances. Allowances are limited to travel to attend burial and installation memorial ceremonies of a deceased member at a location. Authorized travel allowances include per diem for:

2.40.1. Necessary travel to the funeral location and return to point of origin.

2.40.2. Reimbursement cannot exceed two (2) full days of per diem and allowances at the funeral location.

2.40.3. Per diem is not payable when the eligible relatives' residence and the burial site are in the local area, as defined in the Joint Travel Regulation, or when the total time from departure to return is 12 or fewer hours. In this case, they will be paid the personally owned vehicle mileage allowance only and per diem is not authorized. **(T-2) NOTE:** All aspects of a funeral and interment service must be considered when determining time from departure to time of return to residence (visitation, funeral, interment and post funeral service gathering of family).

2.40.4. Round Trip Airfare or Transportation in kind. Commercial transportation from the eligible travelers' place of residence or place of notification of death to the commercial airport servicing the installation and return to the travelers residence or place of notification. **NOTE:** No deviation from this route of travel is authorized nor should attempts be made to delay family members return travel to be on the same flight with the fallen Airmen, if a memorial service is held prior to the transfer of the deceased to the place of interment. **(T-1)**

2.40.5. Reimbursement for the cost of personally procured commercial transportation (subject to the provisions and limitations contained in the Joint Travel Regulation) Taxi's, rental car, public transportation, etc.

2.40.6. Eligible travelers are authorized the allowance per mile for travel by privately owned vehicle to the commercial carrier terminal. If the person authorized to travel lives in the local area of the installation or the total travel time from departure to return is 12 hours or less.

2.41. Installation Memorial Service. If an installation memorial service is held, the location is limited to the last permanent duty station of the deceased Airmen, excluding any combat theaters of operation. The entitlement is limited to attendance at one memorial service. The individuals described in **Table 2.4** are authorized travel at government expense to attend the installation memorial service of eligible deceased members described in **paragraphs 2.2.** through **2.5.** **NOTE:** A memorial service is defined as a ceremony, with a degree of formality, to honor a deceased Airman; a memorial service may include an unveiling or dedication ceremony, tree-planting, or any formal event designed to preserve the memory of a deceased Airman. **(T-1)** All installation memorial services must be held within two (2) years of the date of death of the Airmen. **(T-3)**

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

2.42. Absent Without Leave. Members who die while Absent Without Leave 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.

2.43. A Military Member Dropped From the Rolls. A military member who is dropped from the active duty rolls has no mortuary entitlements. The Person Authorized to Direct Disposition must arrange and pay for the disposition of the remains. **(T-0)** There is no family travel authorization.

2.44. Undetermined Military Status. If the status of a military member is undetermined, the Mortuary Officer will ask the Person Authorized to Direct Disposition to make all arrangements for care and disposition of the remains and have them submit a claim to the Air Force for evaluation and reimbursement determination. **(T-1)**

2.45. Body Not Recoverable. A Body Not Recoverable 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 Person Authorized to Direct Disposition will be reimbursed for memorial service expenses not to exceed the amount allowed for interment allowances when burial is in a national or government cemetery. **(T-0) NOTE:** The Mortuary Officer will ensure family members understand that all claims for reimbursement of Body Not Recoverable memorial service expenses and family member travel require submission within two (2) years of the date of the declaration of death of the Airman. **(T-0)** Even though there is no authorization for reimbursement of expenses associated with a memorial service or family member travel being held for an Airman who is Body Not Recoverable from past conflicts in Korea, Vietnam, and the Cold War era, the family is still entitled to all other entitlements listed in this paragraph.

2.46. Group Burial or Interment. The burial or interment of comingled remains occurs when the convening medical authority cannot be individually identify remains to specific persons involved in a common incident. The burial or interment will be effected in a common grave, in a cemetery designated by AFMAO. **(T-0)** The Mortuary Officer will not schedule the group burial or interment until at least 30 days after the last individual funeral is held for any military member who died in the incident. **(T-1)** The Mortuary Officer will ensure funeral travel is authorized for family members of the Airmen represented in the group as outlined in [Table 2.4](#) **(T-2)**

2.46.1. Subsequently identified remains of any Air Force personnel where the Person Authorized to Direct Disposition has elected to not be notified and directed the Air Force to effect disposition these remains are included with the unidentifiable remains and buried together in a common grave as designated by AFMAO. **NOTE:** If the group burial or interment is already complete, the remains are Retired at Sea or placed into the Tomb of Remembrance at Arlington National Cemetery.

2.46.2. If members from another Uniformed Service also die in the common incident, the Service with the greatest number of fallen members in order or precedence, will be responsible to coordinate the group burial or interment service with the other Services involved. If the Services experience an equal number of fallen members, the senior of the Services, by date established, will be responsible for coordination. **(T-0)**

2.46.3. If each Airman and other individuals involved in a common incident were individually identified there will not be a group interment. **(T-0)** Any additional unidentified remains will be prepared and cremated and Retired at Sea or placed in the Tomb of Remembrance at Arlington National Cemetery. **(T-0)**

2.46.4. AFMAO will ensure a headstone or grave marker is erected at the burial site identifying the names of all of those for whom individual identifications or complete individual recovery could not be accomplished. **(T-0)** **NOTE:** If another Service is coordinating the interment, they will be responsible for arranging the placement of a headstone or grave marker.

2.47. Disinterment. Disinterment and transportation are not provided at Air Force expense unless the government temporarily interred the remains to comply with local health laws, the Mortuary Officer was unable to reach the Person Authorized to Direct Disposition to obtain disposition instructions and AFMAO oversaw Service-directed disposition to identify unknown remains, or to correct identification errors as approved by HQ USAF/A1S. The Air Force will not assume any responsibility to exhumate remains where disposition was directed by the Person Authorized to Direct Disposition. **(T-1)**

2.48. Subsequent Identified Remains: Portions and Retained Organs. Any portion of remains subsequently identified to a fallen Airman, in which disposition of the initially identified remains has previously been effected and disposition instructions are required from the Person Authorized to Direct Disposition. **NOTE:** The Air Force assumes all costs to effect disposition of the remains of Airmen which fall into this category.

2.48.1. Person Authorized to Direct Disposition may request to be notified of the identification of subsequent remains or portions, to provide disposition instructions to the Air Force. If the Person Authorized to Direct Disposition directs, the Air Force will:

2.48.1.1. Place the remains in a suitable container (urn, infant casket, child's casket) and transfer them for burial above the initially identified remains. **(T-0)**

2.48.1.2. Transfer the remains at AF expense to the funeral home the Person Authorized to Direct Disposition designated for subsequent cremation. Provide an urn for placement of the cremated remains. **(T-0)**

2.48.1.3. Cremate the remains and place them in the selected urn to be delivered, by military escort, to the address provided. **(T-0)**

2.48.1.4. Cremate and effect appropriate disposition as determined by the Air Force. **(T-1)**

2.48.2. Person Authorized to Direct Disposition may request the Air Force not notify them in the event subsequent remains or portions are identified and authorize the Air Force to effect appropriate disposition. **(T-0) NOTE:** If a Person Authorized to Direct Disposition, who previously elected not to be notified of identification of subsequent remains or portions contacts Air Force Mortuary Affairs requesting the method of disposition of the subsequent remains or portions, AFMAO must first verify the requester retains the Person Authorized to Direct Disposition status before releasing any information. **(T-0)**

Chapter 3

MORTUARY ACTIONS FOR DECEASED MILITARY PERSONNEL

3.1. Purpose. This chapter prescribes Mortuary Officer actions required for deceased active duty military personnel.

Section 3A—Recovery of Remains and Initial Mortuary Actions

3.2. Mortuary Case Management: Responsibility for Mortuary case management belongs to the Mortuary Officer nearest the place of death and the Mortuary Officer is responsible for preparation of remains unless directed otherwise by AFMAO. This responsibility includes briefing the Person Authorized to Direct Disposition on mortuary entitlements. AFMAO will assign all responsibilities of mortuary case management for Air Force personnel who are directed to DoD mortuaries for autopsy by the Armed Forces Medical Examiner. **(T-1)**

3.2.1. AF Form 57, *Mortuary Guide*, the *Air Force Mortuary Case Management Defense Casualty Information Processing System Checklist* and the Defense Casualty Information Processing System will be used for mortuary case management. **(T-1)**

3.3. Initial Actions upon Notification of a Death. When notified of an active duty death, the Mortuary Officer at the installation 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. **(T-1)**

3.3.2. Verify jurisdiction over the remains through the Air Force Office of Special Investigations. **(T-0)** Make inquiry with local Medical Examiner or the Armed Force Medical Examiner System to determine identification and autopsy status and obtain procedures needed for release to funeral home designated by the Person Authorized to Direct Disposition. **(T-1)**

3.3.3. Verify remains are positively identified by legal authority. **(T-0)** If remains cannot be positively identified the Mortuary Officer will contact AFMAO for guidance. **(T-1)**. When circumstances of death allow, the unit commander, first sergeant, supervisor, or other individual deemed appropriate by the Mortuary Officer, must visually identify the deceased and sign DD Form 565, *Statement of Recognition of Deceased*. **(T-1)**.

3.3.4. Submit Initial Death Report. Mortuary Officers must notify AFMAO of the deaths of all Air Force personnel listed in **paragraphs 2.2.** through **2.6.** **(T-1)** Mortuary Officers must submit an initial death report using e-mail with “Request a read receipt” for each sent message to addresses in **paragraphs 3.3.4.1.** through **3.3.4.4.** **(T-1)** Refer to **Table 3.1** for the required information and format. To ensure prompt notification, submit the initial death report as soon as Mortuary Officer closest to the location of death learns of the death. Reporting should not be delayed because identification has not yet been confirmed. The death is reported as Believed-to-Be status until positive identification by legal authorities is made. The Mortuary Officer will include the following addressees:

3.3.4.1. Contact AFMAO Mortuary Affairs Office for all the current e-mail addresses of those below to receive for the initial death message. **(T-1)**

3.3.4.2. MAJCOM/A1 as appropriate.

3.3.4.3. Air National Guard Members are to be reported to NGB/A1S, Air National Guard Readiness Center, Andrews AFB, MD. The 24/7 Mortuary Manager can be reached at.

3.3.4.4. USAF Regional Mortuary Yokota for deaths in the PACAF area of responsibility.

3.3.4.5. AFMAO - Operating Location-Europe for deaths in the USAFE area of responsibility.

Table 3.1. Initial Death Message – Required Information Format.

Item	Required Information
1.	Name, rank or grade of the deceased active duty member.
2.	Time, date and place of death.
3.	The situation and location of remains.
4.	Whether or not there were or will be any Search and Recovery and identification actions. If so, describe the status in detail.

3.3.5. Submit Supplemental Messages. Mortuary Officers will send supplemental messages to report changes in situation, preparation and interment information, location of remains and Search and Recovery and identification actions, (if applicable) or any other subsequent information. **(T-1)**

3.3.5.1. Contact AFMAO Mortuary Affairs Office for addressees for the supplemental death message. When tasking a base for military honors, the base providing honors will be included as an info addressee. **(T-1)** For OCONUS deaths include USAF Regional Mortuary Yokota or AFMAO Operating Location Europe and AFMAO as info addressee. Generate as many messages as necessary. The Mortuary Officer will include the following information as applicable in supplemental death reports: **(T-1)**.

Table 3.2. Supplemental Death Message Format.

Item	Required Information
1.	The decedent's full name, rank.
2.	Flight itinerary for the remains and escort.
3.	Tasking to the Honor Guard with responsibility for the destination airport to provide appropriate honors for the Dignified Arrival.
4.	The name and location of the receiving funeral home.
5.	The name of the cemetery.
6.	The base providing funeral honors, specific honors requested and flag recipients.
7.	The names and travel arrangements of persons authorized funeral travel.
8.	The Family Assistance Representative contact information.
9.	The Summary Courts Officer contact information.
10.	Situation of remains.
11.	Transportation of remains.
12.	Escort schedule.
13.	Status (active duty, dependent, employee, etc.)
14.	Organization, employment, or sponsorship data
15.	Person Authorized to Direct Disposition and relationship information, if the decedent is a dependent
16.	Whether remains are in a transfer case or casket and are viewable or non-viewable
17.	Transfer Case Number if shipped to or from overseas
18.	Flight number, estimated departure time and estimated time of arrival at the aerial port
19.	Priority designator for return of transfer case, if applicable and any other information that will assist the aerial port
20.	Shipment information for remains of Air Force military personnel from CONUS to overseas or between two overseas points. The AFMAO Port Mortuary Officer or the Mortuary Officer at the place of death, as applicable, will notify the Person Authorized to Direct Disposition, the US Air Attaché Office, the receiving funeral director or government cemetery, AFMAO and the MAJCOM/A1 of the movement schedule, at the earliest possible time

3.4. Recovery and Movement of Remains. The Mortuary Officer determines how to recover and move the remains, depending upon the situation. Initial movement of remains is accomplished in the following manner:

3.4.1. On-Base. If a death occurs on a military installation under federal jurisdiction, and the Armed Forces Medical Examiner System determines an autopsy is not required, mortuary affairs personnel will arrange for transportation of the remains to the appropriate location (contract funeral home or DoD mortuary). **(T-0)** If an autopsy is to be performed, the Mortuary Officer arranges transportation of the deceased from the site of death (or presumed death) to the site directed by the Armed Forces Medical Examiner System. **(T-0)**

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, the Armed Forces Medical Examiner System, will determine if an autopsy is to be performed.

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 DoD mortuary. **(T-0)**

3.4.3. If an autopsy is required by Armed Forces Medical Examiner System, AFMAO will provide guidance to the installation Mortuary Officer regarding the movement of remains within CONUS. **(T-1)** AFMAO Operating Location Europe will provide guidance to the installation Mortuary Officer regarding the movement of the remains within the European Theater. **(T-1)** The Armed Forces Medical Examiner System will provide guidance to the installation Mortuary Officer regarding the movement of remains within the Pacific Theater. **(T-0)**

3.4.4. Movement of Remains for Reprocessing. If civil authorities have transferred remains to a funeral home for postmortem examination and embalming without Air Force or Person Authorized to Direct Disposition direction, the Mortuary Officer will arrange for the remains to be moved to the installation contract funeral home to be reprocessed IAW DoD remains preparation standards, dressing and casketing. **(T-1)**

3.4.5. Movement of Remains OCONUS. The Mortuary Officer will accomplish movement according to local agreements. **(T-0)**.

3.5. Verification of Military Status and Entitlements. The Mortuary Officer will:

3.5.1. Obtain the Record of Emergency Data from the Casualty Assistance Representative to determine the Person Authorized to Direct Disposition and the Person Eligible to Receive Effects established by law. **(T-1)** Address any questions on identifying the Person Eligible to Receive Effects to Air Force Mortuary Affairs Operations.

3.5.2. Verify the decedent's military status to confirm eligibility for active duty mortuary entitlements, prior to briefing the Person Authorized to Direct Disposition. **(T-1)**

3.5.3. Obtain a list of the decedent's awards, decorations, and badges for the uniform. The Mortuary Officer must make verification with the decedent's unit if they are going to process a posthumous decoration package to ensure the awards and decorations on the uniform represent the most current awards and decorations. **(T-1)**

3.5.4. Immediately notify AFMAO of any information that could warrant consideration for the denial of honors IAW [paragraph 7.8](#) of this publication. **NOTE:** If a member was under investigation for any crime, civilian or military, the Mortuary Officer must contact AFMAO to determine if consideration for denial of honors is warranted. **(T-1)** The allegations and circumstances of the members death will be evaluated by legal authorities with a final decision from A1 whether to deny or authorize funeral honors.

3.6. Securing Personal Property and Effects. The Mortuary Officer will request the decedent's unit commander locate and secure personal property and effects under government control pending the appointment of a Summary Courts Officer. **(T-1)**. If the decedent's residence or property are located off base and the Person Eligible to Receive Effects is not present or does not live with the deceased, the Mortuary Officer will contact the appropriate civil authority to assist with securing the residence and property of the deceased. (e.g., coroner, police, fire, sheriff etc.). **(T-1)**. **NOTE:** Per AFI 36-3026 V1-IP, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, the decedent's Identification (ID) Card is not surrendered to the Person Eligible to Receive Effects or any surviving family member by the Summary Courts Officer. It will be surrendered to the nearest issuing activity. **(T-1)**.

3.7. Summary Courts Officer Appointment. The Mortuary Officer will request the Installation Commander appoint a Summary Courts Officer. **(T-2)** **NOTE:** There may be a requirement for Summary Courts Officer appointment at multiple installations when property or possessions are at more than one location.

3.8. Appointment of a Family Assistance Representative. The Mortuary Officer at decedent's home station ensures the decedent's Unit Commander appoints a Family Assistance Representative within 24 hours. **(T-1)**.

3.9. Initial Contact With the Person Authorized to Direct Disposition. The Mortuary Officer responsible for briefing the Person Authorized to Direct Disposition will verify with AF Casualty at Air Force Personnel Center or the Casualty Assistance Representative that the Person Authorized to Direct Disposition and other Next of Kin have been notified of the death. **(T-0)** Once it has been confirmed the Person Authorized to Direct Disposition has been notified, the Mortuary Officer will contact the Person Authorized to Direct Disposition between two and twelve hours of confirmation of the notification, except between the hours of 2200 and 0800 hours (local), unless he or she specifically requests contact or unique circumstances necessitate contact. **(T-1)** The initial contact may be limited to formal introductions, an explanation of roles for those supporting the Person Authorized to Direct Disposition, informing the Person Authorized to Direct Disposition of the location of the fallen Airman and providing an expected timeline for the care and return of the fallen Airman. Additionally, the Mortuary Officer will provide contact numbers and set up an appointment to brief the mortuary entitlements. **(T-1)**

3.9.1. If the Person Authorized to Direct Disposition is not available in the local area, the Mortuary Officer may request an Installation in the local area of the Person Authorized to Direct Disposition provide mortuary entitlements briefing assistance, or may brief the Person Authorized to Direct Disposition by phone unless directed otherwise by AFMAO.

3.9.1.1. AFMAO will assign responsibility to brief the Person Authorized to Direct Disposition on entitlements and provide other assistance as required. **(T-1)** All documents and information necessary to effect disposition and arrange travel will be provided to the Mortuary Officer with case management responsibility. **(T-1)** **NOTE:** The Mortuary Officer assigned to provide assistance is not responsible for payment of mortuary or travel expenses.

Section 3B—Disposition, Preparation and Casketing.

3.10. Brief the Person Authorized to Direct Disposition on Mortuary Entitlements.

3.10.1. The Mortuary Officer will keep the Person Authorized to Direct Disposition informed daily on the status of identification and may explain Mortuary entitlements but will not allow the Person Authorized to Direct Disposition to sign disposition forms until the remains have been recovered and positively identified. **(T-1)**.

3.11. Person Authorized to Direct Disposition Mortuary Entitlements Brief. The Mortuary Officer will brief the Person Authorized to Direct Disposition on all authorized mortuary entitlements and explain the funeral travel entitlement for authorized family members (**Table 2.4**). **(T-1)**

3.11.1. Prior to meeting with or briefing the Person Authorized to Direct Disposition, the Mortuary Officer must know specific facts including, but not limited to:

3.11.1.1. current location of the deceased, **(T-1)**

3.11.1.2. condition of remains, **(T-1)**

3.11.1.3. approximate time when remains are available for return to final destination, and **(T-1)**

3.11.1.4. the biographical data required to complete the death certificate at the location where the death occurred. **(T-1)**

3.11.2. The Mortuary Officer completes the *Statement on Disposition Form* after the mortuary brief, and the Person Authorized to Direct Disposition initials and signs the form. **(T-1)**

3.11.3. The Mortuary Officer obtains required signatures from the Person Authorized to Direct Disposition on additional forms to effect disposition instructions. **(T-1)** **NOTE:** The signature of the Person Authorized to Direct Disposition on *Statement of Disposition Form* and other forms provides written verification of the disposition instructions.

3.11.4. The Mortuary Officer and Mortuary Technician will wear service dress uniform or business attire for civilians (unless the Person Authorized to Direct Disposition requests otherwise) when providing an in-person mortuary brief.

3.11.5. When conducting the mortuary brief by phone, the Mortuary Officer will ensure (when possible) there is an Air Force representative (Mortuary Technician, Casualty Assistance Representative, Family Assistance Representative, etc.) present to assist in the mortuary brief and witness signatures on mortuary documents. If unable to have an Air Force representative present at the time of the mortuary brief, a confirmation letter will be sent to the Person Authorized to Direct Disposition by overnight express delivery or e-mail 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. All documents (*Statement of Disposition Form* , CJMAB forms, AFMES forms, etc.) will be presented to and signed by the Person Authorized to Direct Disposition at first availability and included in the mortuary case file. **(T-1)** **NOTE:** A sample confirmation letter is available on the AFMAO SharePoint. **NOTE:** The Family Assistance Representative's presence is highly recommended during any briefs in order to assist with the collection of signatures, gathering of travel information, and other similar requests.

3.11.6. The Mortuary Officer will brief and assist the Person Authorized to Direct Disposition in requesting Armed Forces Medical Examiner System Autopsy Reports and Photos and will facilitate the delivery of the reports. **NOTE:** If the Mortuary Officer or Family Assistance Representative personally delivers the report, he or she will not break the seal on the envelope(s) and may remain, if requested, while the requester reviews the report and photos.

3.12. Actions When the Person Authorized to Direct Disposition Makes Arrangements Prior to the Disposition Briefing. If the Person Authorized to Direct Disposition made arrangements, but the remains have not yet been prepared, the Mortuary Officer will promptly brief the Person Authorized to Direct Disposition on entitlements, thereby giving the Person Authorized to Direct Disposition the opportunity to adjust the arrangements. **(T-1)**

3.12.1. If the Person Authorized to Direct Disposition made arrangements and the remains have been prepared by a funeral home prior to the entitlements briefing, the Mortuary Officer will advise the Person Authorized to Direct Disposition on the appropriate reimbursement entitlement allowance. **(T-1)**

3.13. Relinquishment of the Right to Direct Disposition. If the person designated by the deceased member wishes not to fulfill the responsibilities, he or she must relinquish his or her right to direct disposition in writing. **NOTE:** Signatures on the Person Authorized to Direct Disposition Relinquishment letter must witnessed by an Air Force representative or notarized.

3.13.1. The person wishing to relinquish his or her rights cannot name a replacement to act in their place. The Mortuary Officer will refer to the list of persons in paragraphs 1.13.1 through 1.13.9. to determine the person next in priority order is designated as the Person Authorized to Direct Disposition. **(T-1)**

3.14. Release of Remains to the Funeral Home. If the Person Authorized to Direct Disposition requests the Air Force arrange preparation of remains and provides written disposition, the Mortuary Officer will release the remains to the contract funeral home. **(T-1)** The Mortuary Officer will provide contract funeral home with a signed copy of the Statement of Disposition Form, uniform or other burial clothing selection, and military escort information. **(T-1)**

3.15. Cremation. The Person Authorized to Direct Disposition may request the deceased be cremated. The Air Force will support this request by shipping the deceased to the destination designated by the Person Authorized to Direct Disposition. **(T-1)**.

3.15.1. The Mortuary Officer will explain the option to the Person Authorized to Direct Disposition for the use of a specification solid walnut or bronze urn to be shipped with the deceased for placement of the cremated remains by the receiving funeral home. **(T-1)**. The Mortuary Officer will:

3.15.1.1. Ensure the contract funeral home engraves the urn with: rank, first, middle initial, last name, day, month and year of birth, and day, month and year of death of the deceased, with each line centered. Mortuary Affairs Office must ensure the engraved letters and numbers are block style and not less than one-half (1/2) inch in height. If the rank and name cannot be completed on the same line, place the rank on the line above the name. If the day, month and year of birth and day, month and year of death cannot be completed on the same line, center each below the line containing the first, middle initial, last name.

EXCEPTION: If the Person Authorized to Direct Disposition requests, the initial of the first name may be used followed by the full middle name and last name. The Mortuary Officer will ensure that under no circumstance are nicknames, call-signs or other engraving requests are granted as a primary expense. Personalized engraving is an authorized secondary expense. **(T-1)**.

3.15.1.2. Ensure the urn is positioned in the foot end of the casket for shipment. **(T-1)**. The Mortuary Officer must advise the receiving funeral home and escort of the urns of the placement in the casket to ensure it is removed prior to the cremation.

3.15.1.3. Ensure the cremation permit, issued by the Medical Examiner, Coroner or Department of Vital Statistics with jurisdiction over the deceased, is sent to the receiving funeral home, with the escort, to ensure no delay in effecting cremation. **(T-1)**

3.16. Reprocessing Remains Prepared Without Person Authorized to Direct Disposition or Air Force Direction. If civil authorities have transferred remains to a funeral home for postmortem examination and the remains were embalmed without Air Force or Person Authorized to Direct Disposition authorization contact AFMAO for guidance. **(T-1)**.

3.17. Direct Consignment to a Government Cemetery. If the Person Authorized to Direct Disposition requests remains be directly consigned to a government cemetery, the Mortuary Officer will contact AFMAO for guidance. **(T-1)**

3.18. Inspection of Remains, Casket and Shipping Container (CONUS). The Mortuary Officer responsible for preparation of a deceased Active Duty Airman will ensure the remains are inspected as listed in [paragraphs 3.18.1](#) through [3.18.4](#). **(T-1)** The inspections and associated documentation will be accomplished without delay so deceased can be shipped as soon as possible. **(T-0)** The reverse side of the DD Form 2063, *Record of Preparation and Disposition of Remains (Within CONUS)*, will be used to record the inspection. **(T-1)** The Mortuary Officer will be available at all times, including Sundays and holidays to perform the inspection. **(T-1)**

3.18.1. Pre-embalming Inspection. The Mortuary Officer will meet with the contract mortuary representative or embalmer when the deceased arrives at their facility to determine the viewability of the deceased, the timeline for completion of all aspects of preparation and the estimated timeline for movement to destination. **(T-1)** *NOTE:* If a question arises regarding the ability to prepare the remains, immediately contact AFMAO for assistance.

3.18.2. Post-Embalming Inspection. The Mortuary Officer will complete a thorough inspection of remains following completion of the embalming but prior to the dressing of remains. **(T-0)** The Mortuary Officer will ensure the contract funeral home embalmer has prepared the remains by employing arterial, cavity, and other embalming chemicals into the arterial system, by hypodermic injection, cavity packs and submersion in the treatment of all remains to provide the maximum preservation and disinfection of all body tissues, including those associated with body cavities (internal organs). **(T-0)** The Mortuary Officer will ensure the body meets the following specifications:

3.18.2.1. The eyes and mouth are closed to present a natural expression. All body surfaces are free of any evidence of debris or signs of medical treatment. All traumatic areas and incision are sutured and sealed to ensure there are no signs of leakage of fluids from the

remains. If the Mortuary Officer has a question or concern regarding the remains preparation, immediately contact AFMAO for assistance. **NOTE:** All remains dressed in a uniform or authorized civilian clothing will be placed in plastic coveralls following the Post-Embalming Inspection. **(T-0)**

3.18.3. Post Dressing Inspection. The Mortuary Officer will ensure all attempts are made to place the deceased in the clothing directed or provided by the Person Authorized to Direct Disposition. **(T-1)** If the trauma sustained in death is such that the remains cannot be restored to a viewable condition, all efforts should be made to dress the deceased and isolate the wrapping required to the portion of remains unable to be restored, e.g., head trauma.

3.18.3.1. The Mortuary Officer will ensure the appearance of the clothing is neat and there is no evidence of soiling. **(T-1)**

3.18.3.2. When the wrapping cannot be isolated to a particular area and a full body wrap is necessary, the Mortuary officer will ensure it is accomplished IAW the Performance Work Statement for DoD Contracted Mortuary Services. **(T-1)**

3.18.4. Casket and Urn Inspection. The Mortuary Officer will inspect the casket and urn prior to placement of remains. **(T-1)**

3.18.5. Post Casketing Inspection. The Mortuary Officer will ensure viewable remains are placed in the casket to present the appearance of natural repose. **(T-1)** Wrapped non-viewable remains are placed in the casket with the remains placed in the correct anatomical position with the clothing selected by the Person Authorized to Direct Disposition displayed on top of the wrapped remains and secured to the wool blanket with safety pins to ensure the clothing does not shift during movement to the destination.

3.18.6. The Mortuary Officer will expedite the shipment of remains. **(T-1)**

3.18.7. The Mortuary Officer will ensure the contractor certifies services and supplies furnished under the contract meet the specifications of the Performance Work statement for DoD Contracted Mortuary Services before delivery or shipment of the remains and completes the data on the reverse side of DD Form 2063. **(T-1)**

3.18.8. The Mortuary Officer will ensure the contractor signs and dates the certification on DD Form 2063, and the Mortuary Officer signs the prescribed block. **(T-1)**

3.18.9. The Mortuary Officer will ensure the contract funeral home is provided a DD Form 2063, *Record of Preparation and Disposition of Remains* to record and certify the embalming procedures performed by the embalmer. **(T-1)** **NOTE:** A DoD mortuary or contract embalmer completes DD Form 2062, *Record of Preparation and Disposition (Outside CONUS)*, for remains prepared outside the CONUS.

3.18.10. The Mortuary Officer will ensure the contract funeral home or AFMAO obtains a burial permit or transit permit and it is shipped with the decedent. **(T-1)**

Section 3C—Summary Courts Officer and Escort Actions.

3.19. Summary Courts Officer Briefing. The Mortuary Officer will brief the Summary Courts Officer on their duties, provide a copy of **Chapter 14** and provide the name, address and phone number of the Person Eligible to Receive Effects. **(T-1)** Advise the Summary Courts Officer all property actions require completion within 120 days of appointment, unless an extension of an addition period, not to exceed 60 days, is granted by the Installation Commander. **(T-2)**.

3.19.1. The Mortuary Officer must forward any request for an extension beyond the 180 days to AFMAO for coordination, accompanied by a written justification, installation Staff Judge Advocates Office comments and concurrence, and the installation commander concurrence. Submit the extension request to AFMAO no later than 2 weeks in advance of the 180-day deadline. Final approval resides at the AFMAO level. AFMAO Commander will provide a written decision to the requesting installation Force Support Squadron Commander. The Summary Courts Officer remaining actions will be suspended and tracked by mortuary affairs personnel. **(T-1)**.

3.20. Escort Selection and Approval. The Mortuary Officer will approve requests for military escort the following circumstances: **(T-1)**.

3.20.1. Appointed Escort. When the Person Authorized to Direct Disposition does not specifically request a military member by name to serve as the escort, the Mortuary Officer, in conjunction with the commander of the unit of the deceased, will designate a military member of equal or higher rank than the decedent to escort the remains. **(T-1)**.

3.20.2. Special Escorts. The Person Authorized to Direct Disposition may request, by name, a current active duty member of the military from any branch of Service to be the escort. Guard or Reserve members may be authorized if currently serving on orders. A special escort can be requested for any scenario as long as time constraints, clearances, passports, etc., are in order. If the Person Authorized to Direct Disposition requests a member assigned to an OCONUS area other than that of the deceased member, or a member of another branch of service to escort an OCONUS deceased member, the Mortuary Officer will refer the request to AFMAO for coordination. **(T-1)**.

3.21. Escort Briefing. The Mortuary Officer or mortuary technician from the shipping installation briefs the escort on their duties, instructs him or her to read Escort Guide Book and provides the escort the following:

3.21.1. A copy of Escort Guide Book which provides instruction for draping, folding, and presenting the flag at graveside should they be requested to do so by the Person Authorized to Direct Disposition.

3.21.2. Burial Transit Permit, if applicable.

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

3.21.4. A Cremation Permit, if applicable.

3.21.5. Sentimental personal effects items to be hand-carried by the escort as requested by the Person Eligible to Receive Effects.

3.21.6. Letter of view-ability status and any other required documentation.

3.22. Escort Travel Arrangements. The Mortuary Officer ensures the escort's travel arrangements 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 escort is authorized to remain in place up to 72 hours in order to attend the services, if requested by the Person Authorized to Direct Disposition. The escort is authorized a rental vehicle. **(T-2)**. The Mortuary Officer at the shipping installation will:

3.22.1. Ensure the escort is attached to the line of accounting associated with the Installation responsible for mortuary case management by using the "X-Org" function in Defense Travel System. **(T-1)**. The escort's Defense Travel System administrator will generate order ensuring "Escort for Remains" is annotated in the remarks section. **(T-3)**

3.22.2. Authorize travel by commercial air (coach class), per diem and lodging while enroute 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 must gain approval from their Defense Travel System Authorizing Official to upgrade class of travel. **(T-1)**.

3.22.3. Escorts for Remains CONUS to OCONUS or OCONUS to OCONUS. Whenever possible, the Mortuary Officer will arrange for a representative of the Armed Forces or a State Department representative to meet the remains and military escort at the arrival point overseas and accompany the remains and escort to the final destination. The Mortuary Officer will notify the US Defense Attaché Office of the nearest American Embassy in advance of the shipment of remains. **(T-1)**.

Section 3D—Interment Actions.

3.23. Arranging the Dignified Arrival. The Mortuary Officer arranging shipment of the remains will arrange for Air Force Honor Guard to be present at the receiving airport. **(T-1)** The Honor Guard at the Air Force installation closest to the destination airport will provide the Dignified Arrival. **(T-0)**. A Dignified Arrival is not required for remains being transferred overland via hearse. **NOTE:** Applies to the remains of Active Duty military personnel only.

3.24. Arranging Military Funeral Honors. The Mortuary Officer will contact the installation responsible for providing military funeral honors, of the requirement as soon as practicable. **(T-2)** The Mortuary Officer must provide the number of additional flags and the total number of flag cases required for presentation. **(T-1)**.

3.24.1. The installation providing Military Funeral Honors will provide the required number of flags and flag cases, which are funded by the Mortuary Affairs Office at the installation providing Military Funeral Honors. **(T-1)** The Noncommissioned Officer in Charge of the Honor Guard will ensure the flag cases are distributed to the authorized recipients before they depart the location of interment or the location military funeral honors are rendered, in the absence of an interment. **(T-1)**

3.24.2. If eligible family members do not attend the funeral, interment or are not present at the location military funeral honors are rendered, the Mortuary Officer will contact the installation(s) nearest the eligible recipient(s), to procure flag and flag cases and ensure each is hand delivered by an installation Honor Guard member. **(T-1)**

3.25. Applying for the Government Furnished Headstone. The Department of Veterans Affairs (VA) will provide a headstone, upon receipt of a completed VA Form 40-1330 application (available at www.va.gov), at no cost to the Person Authorized to Direct Disposition. **NOTE:** Requires Letter of Good Standing signed by General Court Marshal Convening Authority (template available on AFMAO SharePoint).

Section 3E—Transportation of Remains and Funeral Travel.

3.26. Shipping Remains to Final Destination in CONUS. Mortuary Affairs personnel, at the shipping installation, will coordinate with the contract funeral home to make flight arrangements for the remains, and include the cost on their bill to the Air Force. **(T-1)** The funeral home will notify the Mortuary Officer of flight itinerary. The mortuary officer will ensure the casket is draped with a flag prior to movement. **(T-0)**

3.27. Shipping Remains from Origin in OCONUS.

3.27.1. Remains will be transported from the place of death to the nearest OCONUS mortuary facility or to the Port Mortuary, Dover AFB, as expeditiously as possible as directed by the Armed Force Medical Examiner System. **(T-1)**. The aircraft commander will serve as the escort for transport of remains within Combatant Command or returning to Dover AFB, DE. **(T-0)**.

3.27.2. When Armed Forces Medical Examiner System directs remains be moved directly to the AFMAO for medical examination, the remains are transported by military or contract-military aircraft, if available. The remains should be transported in a flag-draped aluminum transfer case.

3.27.2.1. Remains cannot be delayed or off-loaded enroute except in a case of an emergency or as required by operational transfers and routing. **(T-3)**.

3.27.2.2. If the death occurred in a combat theater of operation the Primary Next of Kin may request a delay, if the delay does not exceed 12 hours.

3.27.3. Remains processed in a mortuary within the European Combatant Command, other than Landstuhl, will be transported to Ramstein Air Base, Germany for movement to Landstuhl, Germany or the Port Mortuary, Dover AFB for final preparation, dressing, cosmetizing, wrapping (if required), casketing and shipment. **(T-0)** Remains will ship with military escort via commercial carrier direct to destination designated by the Person Authorized to Direct Disposition or as directed by AFMAO. **(T-1)**

3.27.4. Remains processed in a mortuary within the Pacific Combatant Command will be completely prepared, dressed, cosmetized, wrapped (if required), casketed and shipped with military escort via commercial carrier direct to destination designated by the Person Authorized to Direct Disposition. **(T-1)**.

3.28. Notification of Movement of Remains to Final Destination. When the remains are ready to ship, the installation Mortuary Affairs office will send a supplemental message informing the appropriate agencies, to include the installation(s) with responsibility for the arrival airport and Military Funeral Honors of remains movement and include the information in **Table 3.2 (T-1)**

3.29. Sending the Instruction Letter to the Receiving Funeral Home.

3.29.1. Letters for recommended view ability . The shipping installation Mortuary Officer will fax or email, followed up by a phone call, a letter to inform the receiving funeral director of the condition of the remains. **(T-1) NOTE:** The Mortuary Officer must ensure it is neither written nor implied in verbal communications with the Person Authorized to Direct Disposition or receiving funeral director that the Air Force prohibits the opening of a closed casket after arrival at the receiving funeral home.

3.30. Funeral Travel Assistance. The Mortuary Officer who briefed the Person Authorized to Direct Disposition will assist persons authorized funeral travel with their travel arrangements to attend the funeral. **(T-1) NOTE:** The Mortuary Officer must gain approval from their Defense Travel System Authorizing Official to upgrade class of travel. The Mortuary Officer with mortuary case management responsibility will provide cross-org or funding authorization to installation providing assistance: **(T-1)**

3.30.1. Prepare Invitational Travel Orders citing authorized points and modes of travel or if the travel orders are prepared by the mortuary office briefing the Person Authorized to Direct Disposition, provide funding by using the “X-Org” function in Defense Travel System. If any authorized traveler is an active duty member or DoD civilian employee, the Mortuary Officer or Mortuary Technician will submit to a traveler’s home unit a funding authorization, certified by the Force Support Squadron, to be loaded into the Defense Travel System to generate travel orders. **(T-1)**.

3.31. Installation Memorial Service Travel Assistance. The Mortuary Officer where the Installation Memorial Service is held will assist persons authorized travel with their arrangements to attend the Installation Memorial Service. **(T-3) NOTE:** The Mortuary Officer must gain approval from their Defense Travel System Authorizing Official to upgrade class of travel. **(T-3)**

3.31.1. Assist authorized travelers with completing and filing a travel voucher for travel expense reimbursement. **(T-1)**.

Section 3F—Group Interment and Body Not Recovered Actions.

3.32. Body Not Recovered. The Mortuary Officer, nearest the place of the incident, will provide AFMAO a summary of events by e-mail. The Mortuary Officer will ensure it includes a summary of the Search and Recovery efforts, circumstances explaining why remains are not recoverable at the present time, and information concerning probability of additional Search and Recovery actions and recovery at a later date. If and when search efforts are resumed or the remains are recovered at a later date, AFMAO will be notified by e-mail of such events and circumstances. **(T-1) NOTE:** AFMAO will assign responsibility for mortuary case management responsibility according to circumstances of the case. The Mortuary Officer assigned with mortuary case management responsibility will:

3.32.1. Brief the Person Authorized to Direct Disposition on Body Not Recovered status and Body Not Recovered memorial service entitlements. The Mortuary Officer must ensure the reimbursement for a Body Not Recovered memorial service does not exceed the amount allowed for interment allowances when burial is in a national or government cemetery. **(T-0)**.

3.32.2. Arrange a Body Not Recovered memorial service, if requested.

- 3.32.3. Present a flag and hardwood flag case to eligible recipients. **(T-0)**
- 3.32.4. Memorial Plots. Provide the Person Authorized to Direct Disposition with a VA Form 40-1330 and advise them to submit the form to set aside a memorial plot in government cemeteries, where memorial markers can be erected or a non-government cemetery.
- 3.32.5. The Person Authorized to Direct Disposition may elect to purchase a memorial marker from a commercial source for placement in a non-government or private cemetery.
- 3.32.6. The Mortuary Officer will inform the Person Authorized to Direct Disposition that the claim for reimbursement of costs incurred to conduct the memorial service requires filing within two years after the date of death or within two years of being notified of the death, whichever is later. **(T-1)**.

3.33. Final Mortuary Officer Actions.

- 3.33.1. The Mortuary Officer will obtain the Family Assistance Representative 's log. **(T-3)**
- 3.33.2. Ensure Summary Courts Officer has completed all actions; the Summary Courts Officer file has been staffed through the Staff Judge Advocates Office for review and to the wing commander for signature. **(T-2)**
- 3.33.3. Payment of Expenses Incident to the Death of an Airman and Next of Kin Funeral Travel. **NOTE:** AFMAO will designate responsibilities for payments in unique situations. **(T-1)**
- 3.33.3.1. The Mortuary Officer with mortuary case management responsibility must ensure all Primary, Secondary and Transportation Mortuary Expenses and Next of Kin Funeral Travel claims are paid or reimbursed. **(T-1)** The Mortuary Officer at the installation conducting the installation memorial service must ensure Next of Kin travel claims are paid or reimbursed. **(T-1)**.
- 3.33.3.1.1. The Mortuary Officer will ensure an itemized *Statement of Funeral Goods and Services Selected/Funeral Purchase Agreement*, signed by the Person Authorized to Direct Disposition is obtained from the Receiving Funeral Home and a date stamp applied annotating date of receipt. **(T-3)**.
- 3.33.3.1.2. The Mortuary Officer will ensure the DD Form 1375, *Request for Payment of Funeral and/or Interment Expenses*, signed by the Person Authorized to Direct Disposition, is received within 15 days of the funeral and a date stamp is applied annotating date of receipt. **(T-3)**.
- 3.33.3.1.3. The Mortuary Officer will ensure the SF 1034, *Public Voucher for Purchases and Services Other than Personal*, is completed for adjudication of the claim, to reimburse the Person Authorized to Direct Disposition or the Receiving Funeral Home or cemetery, as applicable. **(T-1)** The SF 1034 will be submitted to the Installation finance office within five days of receipt and annotated with the date of submission. **(T-1)** All processing and payment dates are recorded in the mortuary case file. **(T-1)**.

3.33.3.2. The Mortuary Officer with mortuary case management responsibility will collect all documents related to the mortuary case from all mortuary offices providing assistance, upload the mortuary case file to Defense Casualty Information Processing System, retain the original mortuary case file locally for the remainder of the current calendar year and one additional calendar year, before retiring the file to the National Archives IAW AFI 33-364, *Records Disposition-Procedures and Responsibilities*. **(T-1)**.

Chapter 4

ELIGIBILITY AND ENTITLEMENTS FOR OTHER CATEGORIES OF PERSONNEL

4.1. Purpose and Eligibility. This chapter describes mortuary entitlements for: personnel that fall into categories other than deceased active duty.

4.2. Entitlements—Transportation of Remains. Mortuary Officers will use **Table 4.1** to determine the mode of transportation to be provided based upon the location or place of death. (T-0).

Table 4.1. Authorized Modes of Transportation.

Origin	Mode of Transportation
OCONUS	Transport remains under specific theater control authorities that are prepared by a DoD mortuary via commercial carrier direct to the destination designated by the Person Authorized to Direct Disposition or sponsor. The only exception to this policy is when the Armed Forces Medical Examiner System directs the movement of remains elsewhere for a forensic investigation. Remains may be transported between or from locations outside the United States to a point of entry in the United States via regularly scheduled military air (channel flights), provided that it does not delay arrival at destination.
CONUS	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 by commercial carrier or ground transportation, or to the aerial port, if OCONUS. Contact AFMAO for the requirements for shipping to a foreign country.
<p>NOTE: OCONUS Interment. If the sponsor chooses to bury dependents OCONUS the Air Force will not pay costs for subsequent disinterment or transportation of the remains to CONUS or another place of interment. The sponsor must be advised of this fact and will also be advised that any desired assistance for subsequent disinterment and shipment will be requested from the Department of State, Office of Overseas Citizens Services.</p>	

Section 4A—Other Categories of Entitled Persons.

4.3. Dependents of Active Duty Personnel.

4.3.1. Eligibility. In order to establish eligibility, deceased dependents must be registered in Defense Enrollment Eligibility Reporting System and require the issuance of a death certificate. (T-1).

4.3.1.1. Neonatal deaths, stillborn, miscarriages, and spontaneous abortions, require the issuance of a state-issued death certificate or a DD Form 2064, *Certificate of Death Overseas*, to substantiate meeting the eligibility requirement for transportation. If the preceding documentation does not exist or not available, hospital records substantiating the

fetal weight at 350 grams or greater or the gestation period was 20 weeks or longer, can be used as documentation to authorize transportation for the remains. Fetal demise as the result of an elective abortion, as determined by medical authority, is not covered, unless the required medical and state issuance of the documents listed in in this paragraph are made available.

4.3.2. Entitlements. All AF dependents are entitled to reimbursement of transportation of remains expenses from the place of death to the place of interment designated by the sponsor. The outside shipping container is also reimbursed at government expense. **NOTE:** The outer shipping container is considered a transportation expense.

4.3.3. OCONUS. Additional Entitlements include:

4.3.3.1. Consulate fees and sealing of the casket

4.3.3.2. Preparation in a DoD mortuary on a reimbursable basis

4.3.3.3. Casket, or urn if appropriate, from a DoD mortuary on a reimbursable basis

4.3.3.4. The sponsor may request the dependent be prepared in a DoD mortuary when local commercial facilities and supplies are not readily available or are cost prohibitive. **NOTE:** Mortuary Officers at OCONUS installations must maintain a price list for mortuary services and supplies available at government mortuaries on a reimbursable basis. **(T-0)**.

4.3.3.5. The sponsor may request interment in a government cemetery or a government furnished headstone or grave marker for interment in a private cemetery. Interment in a government cemetery may require commitment from the sponsor that he or she will be buried in the grave with their dependent upon their death. The dependents name is placed on the reverse side of the VA headstone or grave marker in a government cemetery. **NOTE:** Requires Letter of Good Standing signed by General Court Marshal Convening Authority (template available on AFMAO SharePoint).

4.4. Retirees and Their Dependents. A former military member entitled to retired or equivalent pay and their dependents.

4.4.1. Eligibility. The decedent must die while OCONUS or while admitted as an inpatient to a military medical treatment facility of the armed forces of the United States to be eligible for certain entitlements. Retirees who die in a VA medical facility or retirees and dependents who die in a civilian hospital are not entitled to benefits at Air Force expense. There may be certain benefits available to them through the VA, so refer the person directing disposition to the VA for determination of eligibility. **NOTE:** The person directing disposition is responsible for making all arrangements related to the disposition of the deceased and for payment of all mortuary and transportation expenses related to the disposition of the deceased.

4.4.2. Entitlement CONUS. The Air Force may pay or reimburse, the cost of transportation of the deceased, from the place of death to place of interment. This entitlement is limited to transportation expenses from place of death to a place no further distant than the place of last permanent residence (not home of record) of the decedent. The cost of an outer shipping container and any government or airline fees required to transport the decedent are considered

a transportation expense. **NOTE:** If the permanent residence is located where the death occurs, only local transportation expenses are authorized, e.g., transportation from the hospital, medical examiner, or coroner's office to the funeral home to a funeral service and on to a cemetery or crematory.

4.4.3. Entitlement OCONUS. Eligible for use of a DoD mortuary on a reimbursable basis. Transportation entitlements OCONUS is dependent upon the location of death.

4.4.3.1. Retirees and dependents that die OCONUS but not while admitted to a military treatment facility of the armed forces of the United States, may be provided transportation on a space-available basis, on a military or military-chartered aircraft to a point of entry in the United States or OCONUS airfield dedicated for use by the Department of Defense.

4.4.3.1.1. The person directing disposition must arrange for a funeral home to receive the remains upon arrival at destination.

4.4.3.2. Retirees and dependents that die while OCONUS and while admitted as an inpatient in a medical treatment facility of the armed forces of the United States. The reimbursement stipulations in [paragraph 4.4.2](#) apply. **NOTE:** Reimbursement is paid to the person directing disposition or the person who paid the expenses.

4.4.3.3. The person directing disposition may request the deceased be prepared in a DoD mortuary; casket; shipping container or air tray; cremation, if requested by the Primary Next of Kin; and urn all on a reimbursable basis.

4.4.3.4. The person directing disposition must arrange for a funeral home to receive the remains upon arrival at the point of entry or receiving airport and pay all cost for care and disposition of the remains through the receiving funeral home and cemetery.

4.4.4. An Air Force retiree may be entitled to interment in a government cemetery, military funeral honors at the place of interment, US flag and a VA headstone or marker. The VA will provide the flag and headstone or marker for military retirees. The funeral director assisting the Primary Next of Kin will obtain the flag from the local postmaster and complete the VA 40-1330. The Primary Next of Kin is required to provide the funeral home a copy of the retirees final DD-214 in order to apply of the flag and headstone or marker. **NOTE:** A retiree is not authorized a hardwood flag case.

4.4.5. A Dependent of an Air Force retiree may be entitled to interment in a government cemetery with the retiree or with a commitment from the retiree that he or she will be buried in the grave with their dependent upon their death. The dependents name is placed on the reverse side of the VA headstone or grave marker in a government cemetery.

4.5. Appropriated Funds (APF) Civilian Employees.

4.5.1. Eligibility. Employees paid out of Appropriated Funds are entitled to certain mortuary entitlements. Appropriated funds civilian employees include those under USC Title 5 and USC Title 32 technicians. Civilian employees eligible for mortuary entitlements include those employees who die while:

4.5.1.1. Serving OCONUS with or without a transportation agreement, to include locally hired employees, at a OCONUS duty station. **(T-0)**.

4.5.1.2. On temporary duty or Permanent Change of Station orders in CONUS or OCONUS. **(T-0)**. **NOTE:** The member must be on official travel orders to be eligible for entitlements under this category.

4.5.1.3. OCONUS while assigned OCONUS, or traveling to or from such station. **(T-0)**. **NOTE:** This includes Air Reserve Component Technicians that are in technician status and who are on temporary duty.

4.5.2. Appropriated Funds Civilian Employee Entitlements.

4.5.2.1. CONUS. The Air Force will pay the expenses for Search and Recovery, identification, preparation, restoration, cosmetics, dressing, wrapping, casketing of the remains, cremation, a military specification casket, or urn as appropriate, and an outer shipping container for shipment. **(T-1)**. The Primary Next of Kin can elect to use the contract funeral home or if the death does not occur at or near an installation, the Primary Next of Kin can select a funeral home to prepare the remains and is entitled for reimbursement for the expenses outlined above. The Air Force will pay or reimburse remains transportation expenses to include the outer shipping container to the place of final disposition or to a point no further distant than the decedent's place of residence or official duty station. **(T-0)**. **NOTE:** Cremation must take place in the local area where death took place and at a funeral home or crematory under contract to the Primary Next of Kin, with the cremated remains being transported under escort to the place of final disposition in the urn selected by the Primary Next of Kin.

4.5.2.1.1. Round trip transportation is entitled for up to two (2) escorts to accompany the remains to the place of interment. **NOTE:** Civilian Personnel Office will coordinate with unit commander to determine who is escorting. **(T-0)**.

4.5.2.2. OCONUS. In addition to the expenses listed in [para 4.5.2.1](#), the Air Force will pay the expenses for preparation in a DoD mortuary and consulate fees for shipping documents and sealing the casket or shipping container. **(T-1)**. **NOTE:** Employees stationed in Alaska or Hawaii who are not in an official travel status at the time of death are not eligible. Cremation rules listed in [para 4.5.2.1](#) apply and must be performed in the local area where the death occurred.

4.5.2.2.1. The Air Force will pay or reimburse remains transportation expenses to the place of final disposition or to a point no further distant than the decedent's last place of residence or assigned duty station within CONUS. **(T-1)**.

4.5.2.2.2. Round trip transportation is entitled for an escort (up to two persons) to accompany the remains to the place of interment. **(T-0)**.

4.5.2.3. Additional entitlements for deaths occurring in an Overseas Contingency Operation or Terrorist Incident (as defined by the U.S. Department of Justice or U.S. Department of Homeland Security). 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:

4.5.2.3.1. Presentation of a flag to the Primary Next of Kin. **NOTE:** The term "contingency operation" includes humanitarian operations, peacekeeping operations and similar operations. **(T-0)**.

4.5.2.4. The Primary Next of Kin must arrange for a funeral home to receive the remains upon arrival at the airport designated and pay all cost for care and disposition of the remains through the receiving funeral home and cemetery expenses.

4.5.2.5. The Primary Next of Kin can also file a Federal Workman's Compensation claim.

4.5.2.6. If the appropriated fund employee is also a military retiree or veteran, he or she may be entitled to interment in a government cemetery, military funeral honors at the place of interment, and a VA headstone or marker.

4.6. Dependents of Appropriated Fund Civilian Employees - OCONUS only.

4.6.1. Dependents of appropriated fund civilian employees eligibility. Dependents must die while residing at or traveling to or from the employee's permanent OCONUS duty station. The entitlement does not cover deaths occurring in Alaska and Hawaii. **(T-0)**.

4.6.2. Dependents of appropriated fund civilian employees entitlements. The Air Force will pay to transport remains, to include the outside shipping container or air tray, 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. The Air Force will pay consulate fees for shipping documents and sealing the casket or shipping container. **(T-1)**.

4.6.2.1. The use of a DoD mortuary on a reimbursable basis is authorized for care of the deceased for return to destination designated. **(T-1)**.

4.6.2.2. The sponsor must pay all cost for care and disposition of the remains through the receiving funeral home and cemetery.

4.6.2.3. If a dependent of an appropriated fund civilian employee dies and their sponsor is a military retiree or veteran, the dependent may be entitled to interment in a government cemetery.

4.7. Nonappropriated Fund Employees - OCONUS only.

4.7.1. Eligibility. Nonappropriated Fund employees must die while residing at or traveling to or from his or her permanent OCONUS duty station to receive entitlements. **(T-0)**. **NOTE:** There is no entitlement for deaths occurring within CONUS, Alaska or Hawaii.

4.7.2. Entitlements. Search and Recovery, identification, preparation, restoration, cosmetics, dressing, wrapping, casket, urn, cremation, 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 furnished by the DoD mortuary is on a reimbursable basis and billed to the employing non-appropriated fund instrumentality (funding source). **(T-1)** **NOTE:** Cremation must take place in local area where death took place and at a funeral home or crematory under contract to the Primary Next of Kin, with the cremated remains transported under escort to the place of final disposition in the urn selected by the Primary Next of Kin. **(T-1)** Nonappropriated Fund employees who are family members of US military or civil service employees would be entitled to such care and disposition of remains from Appropriated Funds.

4.7.2.1. If the Primary Next of Kin declines having the deceased prepared in a DoD mortuary and shipped back to CONUS but chooses to utilize local services for the care and disposition of remains, the Primary Next of Kin must determine with the nonappropriated fund instrumentality if they cover the associated expenses and if so, how much.

4.7.3. The Primary Next of Kin must pay all cost for care and disposition of the remains through the receiving funeral home and cemetery.

4.7.4. If the Nonappropriated Fund employee is also a military retiree or veteran, he or she may be entitled to interment in a government cemetery, military funeral honors at the place of interment, US burial flag and a VA headstone or marker.

4.8. Dependents of Nonappropriated Fund Employees - OCONUS only.

4.8.1. Dependents of Nonappropriated Fund Employees Eligibility. Dependents of Nonappropriated Fund employees must die while residing at or traveling to or from the employee's permanent duty station OCONUS to receive an entitlement. **NOTE:** There is no entitlement for deaths occurring within CONUS, Alaska or Hawaii. **(T-0).**

4.8.2. Dependents of Nonappropriated Fund Employees Entitlements. The employee's nonappropriated fund instrumentality will fund transporting the remains from the 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. The fund instrumentality will also pay for the outer shipping container, consulate fees for shipping documents, and sealing the caskets or shipping container. **(T-0).**

4.8.3. The sponsor is authorized the use of a DoD mortuary on a reimbursable basis for care of the deceased for return to destination designated by the sponsor. The Mortuary Officer will ensure payment is provided to either the Mortuary Officer or DoD mortuary and made to US Treasury via check, cashier's check or money order. **(T-0).**

4.8.4. The sponsor must pay all cost for care and disposition of the remains through the receiving funeral home and cemetery.

4.8.5. If a dependent of an Nonappropriated Fund Civilian Employees dies and their sponsor is a military retiree or veteran, the dependent may be entitled to interment in a government cemetery.

4.9. Contractors Employed by the Air Force - OCONUS only.

4.9.1. Contractors Employed by the Air Force Eligibility. Personnel who support the Air Force via a contract and who die OCONUS are authorized mortuary entitlements based on the location their death and any provisions that may be included in the contract. **NOTE:** This entitlement does not apply to deaths occurring in Alaska and Hawaii unless otherwise covered by the contract.

4.9.2. Contractors Employed by the Air Force Entitlements. The decedent's contract may dictate what costs are covered and may include remains preparation and transportation to the final destination." to improve sentence structure. A DoD mortuary will prepare the remains. The Mortuary Officer will work directly with the decedent's supervisor and the government-contracting officer to validate entitlements before briefing the Next of Kin. **(T-0).** The employer (i.e., the contractor) is responsible for obtaining disposition instructions from the Primary Next of Kin.

4.9.3. The Primary Next of Kin must pay all cost for care and disposition of the remains provided the receiving funeral home and cemetery.

4.9.4. If the contractor is a retiree or veteran, he or she may be entitled to interment in a government cemetery, military funeral honors at the place of interment, US burial flag and a VA headstone or marker.

4.10. Dependents of Contractors Employed by the Air Force-OCONUS only.

4.10.1. Dependents of contractors employed by the Air Force who support the Air Force via a contract and who die OCONUS are authorized mortuary entitlements based on the location their death and any provisions that are included in the contract.

4.10.2. Dependents of Contractors Employed by the Air Force Entitlements. Provisions in the decedent's contract dictate which, if any, mortuary services are covered and may include remains preparation and transportation to the final destination. A DoD mortuary will prepare the remains. The Mortuary Officer will work directly with the decedent's supervisor and the government-contracting officer to validate entitlements before the briefing sponsor. **(T-0)**. The employer (i.e., the contractor) is responsible for obtaining disposition instructions from the sponsor.

4.10.3. The sponsor must pay all cost for care and disposition of the remains through the receiving funeral home and cemetery.

4.10.4. If a dependent of an Air Force Contract Employees dies and their sponsor is a military retiree or veteran, the dependent may be entitled to interment in a government cemetery.

4.11. American Red Cross and USO Employees - OCONUS only.

4.11.1. The remains of an American Red Cross or USO employee supporting the Air Force may be prepared in a military mortuary; provide burial clothing; a specification casket; a specification urn, if requested and shipment of the remains to a CONUS aerial port, reimbursement to the US Government. The deceased Primary Next of Kin must provide instructions in the care and disposition of remains.

4.11.2. The Primary Next of Kin must arrange for a funeral home to receive the remains upon arrival at the point of entry and pay all cost for care and disposition of the remains through the receiving funeral home and cemetery.

4.11.3. If the American Red Cross or USO Employee is a retiree or veteran, he or she may be entitled to interment in a government cemetery, military funeral honors at the place of interment, US burial flag and a VA headstone or marker.

4.12. Dependents of American Red Cross and USO Employees - OCONUS only.

4.12.1. The use of a DoD mortuary on a reimbursable basis is authorized for care of the deceased for return to destination designated by the sponsor.

4.12.2. The sponsor must arrange for a funeral home to receive the remains upon arrival at the APE and pay all cost for care and disposition of the remains through the receiving funeral home and cemetery, should the sponsor or Primary Next of Kin elect not to use a government cemetery.

4.12.3. If a dependent of an American Red Cross or USO Employees dies and their sponsor is a military retiree or veteran, the dependent may be entitled to interment in a government cemetery.

4.13. Foreign National Civilian Employees.

4.13.1. 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).

4.13.2. Entitlements. Based on foreign national civilian employee support agreements, the Air Force will pay for a contract funeral home in CONUS, an OCONUS DoD mortuary, or a funeral home selected by the family to prepare and transport the remains. **(T-0)**. The Air Force will transport the remains to the deceased person's home or official station, or to a point no further distant. **(T-0)**. The Primary Next of Kin will pay for funeral and burial expenses. **NOTE:** If contract funeral home prepares remains, it will provide at minimal cost a non-specification casket and outer shipping container.

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

4.14. Other Eligible US Citizens.

4.14.1. Eligibility. Specific US citizens who die outside the US who are eligible include:

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

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

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

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

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

4.15. Dependents of Other Eligible US Citizens.

4.15.1. Eligibility. Dependents of US citizens provided the dependent was living OCONUS with that person at the time of death. **NOTE:** Does not include Alaska or Hawaii.

4.15.2. Entitlements. Preparation of remains and transportation to a DoD mortuary are provided on a reimbursable basis, when the Department of State requests such services. Department of State (Embassies or Consulates) can request preparation and casket on a reimbursable basis without DoD approval; however, the Secretary of Defense must approve Air Mobility Command shipment.

4.16. Military Prisoners.

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

4.16.2. Entitlements. The Air Force will pay the costs of preparing, dressing, casketing and transporting to a final destination, as well as secondary (interment) costs. **(T-0)**.

4.16.3. Military prisoners are not authorized an escort, Next of Kin travel, interment in a government cemetery, or a government headstone.

4.16.4. Coordination with AFMAO is mandatory to determine flag, flag case and Military Funeral Honors eligibility. **NOTE:** Prisoners who are awaiting appellate review may be entitled to all mortuary benefits. Contact AFMAO for guidance.

4.17. Indigent or Unclaimed Persons. These are persons who die on an Air Force installation and neither a Primary Next of Kin nor the local municipal authorities assume custody or provide disposition instructions for the remains. The Mortuary Officer at the installation the remains were located will obtain all records of police or investigative agencies attempts to locate family members. **(T-1)** Additionally, the Mortuary Officer must request an opinion from the Staff Judge Advocate regarding State laws that pertain to the authority to effect disposition. **(T-1)**. Once this information has been collected, contact AFMAO for further guidance.

4.18. Enemy Prisoners of War (POWs) and Interned Enemy Aliens.

4.18.1. Eligibility. POWs and interned enemy aliens who die while in Air Force custody. Mortuary Officers will process Enemy POWs IAW the Geneva Conventions. (*Geneva Convention Relative to the Treatment of Prisoners of War of 12 August 1949*, Death of Prisoners of War, Article 120). **(T-0)**.

4.18.2. Entitlements. The Air Force, at AFMAO direction, will prepare, dress and casket remains (in a minimum-cost, non-specification casket) and transportation of remains from the place of death to a cemetery designated by AFMAO. **(T-0)**. **NOTE:** For enemy remains, please see [Paragraph 11.4.3](#)

4.19. Members of Another Branch of Service. Members of another branch of service (Army, Navy and Marine Corps) are entitled to mortuary services and supplies. All actions required to recover and prepare their fallen will be borne by the parent Service of the deceased.

4.20. US Coast Guard and Uniformed Services. The US Coast Guard and members of uniformed services such as 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.

4.21. Air National Guard Members.

4.21.1. Eligibility. Traditional members of the Air National Guard who completed Basic Military Training and attended at least one (1) period of inactive duty training and remain in good standing with their unit of assignment.

4.21.2. Family Assistance Representative is assigned to each fatality case regardless of military status.

4.21.3. Summary Courts Officer is assigned to each fatality case if member was in active duty status.

4.21.4. Military Funeral Honors for Traditional Air National Guard members (not on active duty orders) are the same as retirees.

4.21.5. Government Furnished Headstone. If requested and eligible, the VA will furnish an appropriate government headstone or marker for the grave of a member who is buried in a government or private cemetery.

4.22. Foreign Military Members.

4.22.1. Eligibility. International Military Education and Training Foreign Military Trainees and foreign exchange officers who die while in the U.S. or while on U.S. military installations overseas are eligible for certain mortuary entitlements.

4.22.2. Entitlements. May include arranging for care of remains at an Air Force contracted funeral home and arrangements for transportation of remains and escort to final destination. The Air Force will pay preparation costs; the Person Authorized to Direct Disposition, Primary Next of Kin or responsible person will pay for funeral and interment costs. **(T-0)**.

4.22.2.1. For International Military Education and Training Foreign Military Trainees, International Military Education and Training funds from the decedents International Travel Orders are used to defray costs of preparation and shipment of remains (unescorted) to the home country.

4.22.2.2. For Foreign Exchange Officers, the appropriate government pays all expenses incident to preparation and shipment of remains. The Mortuary Officer should support request for assistance with the name of the contract mortuary to expedite the preparation and return. The Mortuary Officer will ensure the contract mortuary understands the appropriate government agent is responsible to pay all associated expenses. **(T-0)**.

Chapter 5

MORTUARY ACTIONS FOR OTHER CATEGORIES OF PERSONNEL

5.1. Purpose. This chapter discusses the actions the Mortuary Officer takes when handling a mortuary case for other categories of eligible personnel covered by [Chapter 4](#).

5.2. Validation of Status and Mortuary Entitlements. For all categories of personnel, Mortuary Officer will validate the individual's status and through enrollment in Defense Eligibility Enrollment Reporting System prior to reporting the death and briefing the sponsor, Primary Next of Kin, or employment agency on the authorized mortuary entitlements. **(T-1)**

5.3. Initial Death Messages. The Mortuary Officer will send initial death messages for all categories of personnel are by e-mail to AFMAO. **(T-1)** The Mortuary Officer will include the information in [Table 5.1](#) Mortuary Officers will create a case in Defense Casualty Information Processing System. **(T-1)**

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

Item	Required Information
1.	Decedent's name, relationship to the sponsor and the sponsor's name, and rank.
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 and Recovery and identification actions.

5.4. Mortuary Case Files. The Mortuary Officer will complete a mortuary case file for all decedents in Defense Casualty Information Processing System. **(T-1)**

5.5. Mortuary Entitlements Briefing. Brief the Person Authorized to Direct Disposition, sponsor, or Primary Next of Kin on the applicable mortuary entitlements. **(T-1)**

5.6. Payment or Reimbursement of Authorized Expenses. The Mortuary Officer will complete all necessary paperwork for processing payment. Following payment or reimbursement, complete and forward a copy of a cost data worksheet to AFMAO.

5.7. Dependents of Active Duty Members (CONUS Deaths). The Mortuary Officer at the home station of the sponsor or Primary Next of Kin will:

5.7.1. Accomplish actions in [paragraphs 5.2.](#) through [5.5](#) as applicable. **(T-1)**

5.7.2. Provide Sponsor or Primary Next of Kin an AF Form 969, *Request for Payment of Transportation Expenses for Deceased Dependent or Retiree*. **(T-1)**.

5.7.3. Obtain an itemized transportation bill and completed AF Form 969 from the sponsor or Primary Next of Kin. **(T-1)**.

5.8. Dependents of Active Duty Members (OCONUS Deaths). The Mortuary Officer at the home station of the sponsor or Primary Next of Kin will:

5.8.1. Accomplish actions in [paragraphs 5.2.](#) through [5.5.](#) as applicable. **(T-1)**

5.8.2. If the sponsor or Primary Next of Kin chooses to have the deceased prepared by a DoD mortuary facility on a reimbursable basis and then shipped to place designated for final disposition, the Mortuary Officer will have the choice indicated on a DD Form 2065, Disposition of Remains-Reimbursable Basis, and DD Form 1131, Cash Collection Voucher, (as applicable). **(T-1)**

5.8.3. Advise the sponsor or Primary Next of Kin that they must arrange for a funeral home to immediately receive the remains upon arrival at the authorized destination. Do not hold remains at any airfield or the Port Mortuary, Dover AFB, DE, due to family travel arrangements or any other circumstances. **(T-1)**.

5.8.4. Inform the appropriate agencies, e.g., AFMAO, MAJCOM/A1, receiving funeral home, and installations, etc., that remains have been shipped. **(T-1)**. The Mortuary Officer will include the following information in [Table 5.2](#) **(T-1)**.

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 and date of birth for sponsor or Primary Next of Kin and the name of the other surviving parent, if applicable.
3.	Type of services desired by sponsor or Primary Next of Kin.
4.	Whether the sponsor or Primary Next of Kin is returning to CONUS for services and, if so, provide the address and phone number or a point of contact. If not returning to CONUS for services, furnish the name, address and phone number of the designated point of contact.

5.8.5. Obtain an itemized transportation bill and completed AF Form 969 from the sponsor or Primary Next of Kin. **(T-1)**.

5.8.6. If the Mortuary Officer learns of a dependent death after the fact, and the sponsor or Primary Next of Kin has arranged or assumed responsibility for the transportation of the remains, the Mortuary Officer will:

5.8.6.1. Ensure the dependent status in Defense Enrollment Eligibility Reporting System. **(T-1)**.

5.8.6.2. Furnish the sponsor or Primary Next of Kin with an AF Form 969 to claim payment for authorized transportation expenses incurred. **(T-1)**. Instruct the sponsor or Primary Next of Kin to return the completed forms and bills to the Mortuary Office for review, processing, and payment as soon as practical once travel is complete. **(T-1)**.

5.9. Retirees and Their Dependents. The Mortuary Officer will:

5.9.1. Accomplish actions in **paragraphs 5.2.** through **5.8** (as applicable). **(T-1)**.

5.10. Appropriated Fund and Nonappropriated Fund Civilian Employees and Their Dependents. The Mortuary Officer will:

5.10.1. Accomplish actions in **paragraphs 5.2.** through **5.8.** (as applicable). **(T-1)**.

5.11. Contractors and Their Dependents. The Mortuary Officer will:

5.11.1. Accomplish actions in **paragraphs 5.2.** and **5.8.** (as applicable). **(T-1)**.

5.11.2. 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. **(T-1)**.

5.12. Red Cross and USO Employees and Their Dependents - OCONUS. The Mortuary Officer will:

5.12.1. Advise Red Cross of the death. **(T-1)**.

5.12.2. Accomplish actions in **paragraphs 5.2.** through **5.6.** (as applicable). **(T-1)**.

5.12.3. Arrange for movement of remains to the nearest DoD mortuary for preparation. **(T-1)**.

5.13. Foreign National Civilian Employees.

5.13.1. Based on foreign national civilian employee support agreements, the Air Force will be responsible to pay for a contract funeral home in CONUS, an OCONUS DoD mortuary, or a funeral home selected by the family to prepare and transport the remains. **(T-0)**. The Air Force will transport the remains to the deceased person's home or official station, or to a point no further distant. **(T-0)**. The Primary Next of Kin 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.

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

5.14. Other US Citizens - OCONUS.

5.14.1. The Mortuary Officer will:

5.14.1.1. If requested by the Department of State, arrange for the movement of remains of US citizens to the nearest DoD mortuary for preparation and transportation. **(T-0)**. Provide preparation and transportation on a reimbursable basis.

5.14.1.2. Accomplish actions in **paragraphs 5.2.** through **5.8.** (as applicable). Include disposition and Primary Next of Kin information in the initial message. **(T-1)**.

5.14.1.3. Complete the cost worksheet and forward to the installation's servicing Defense Finance and Accounting Service and AFMAO, along with copies of payment or reimbursement documents. **(T-1)**.

5.14.2. The sponsor will arrange for a funeral home to receive the remains upon arrival at the airport designated and pay all cost for care and disposition of the remains through the receiving funeral home and cemetery, should the sponsor elect not to use a government cemetery.

5.14.3. A dependent of an active duty Air Force member is entitled interment in a government cemetery. The sponsor is required to sign a letter of commitment that he or she will be buried in the grave with their dependent upon their death.

5.15. Military Prisoners. The Mortuary Officer will:

5.15.1. Accomplish actions in [paragraphs 5.2.](#) through [5.6.](#) (as applicable). **(T-0)**.

5.15.2. Arrange for preparation and transportation of the remains. **(T-0)**.

5.16. Indigent (Unclaimed) Persons. For guidance contact AFMAO.

5.17. Enemy POWs and Interned Enemy Aliens. The Mortuary Officer will arrange for preparation, dressing and casketing (in a minimum-cost, non-specification casket) of Prisoners of War and Interned Enemy Aliens and ensure they are transported from the place of death to a cemetery designated by AFMAO. **(T-0)**. *NOTE:* The Air Force does not provide any additional entitlements for Prisoners of War or Interned Enemy Aliens.

5.18. Members of Another Branch of Service. If notified of a death, the Mortuary Officer will:

5.18.1. Contact the parent service immediately upon the death of a member of another branch of service, near or on an Air Force installation. **(T-1)**.

5.19. Air National Guard Members.

5.19.1. Contact NGB/A1S within 24 hours of notification of death or by contacting the ANGRC Command Center. **(T-0)**

5.19.2. Obtain information listed in the deceased member's personnel records to determine Person Authorized to Direct Disposition and Person Eligible to Receive Effects. The Record of Emergency Data (RED) should be obtained from the Casualty Assistance Representative to determine whom the member designated as the Person Authorized to Direct Disposition. **(T-0)**

5.19.3. Initial Contact with the Person Authorized to Direct Disposition. Ensure the Casualty Assistance Representative completes initial contact with the Person Authorized to Direct Disposition. Once verified, the Mortuary Officer contacts the Person Authorized to Direct Disposition within two to twelve hours of confirming notification. **(T-1)**

5.19.4. Summary Courts Officer. The Mortuary Officer or Force Support Squadron Commander can assume the duties of the Summary Courts Officer in the death of a Traditional Guardsman or Reservist. Refer to [Chapter 14](#), *Disposition of Personal Property and Effects*, for guidance.

5.19.5. Appointment of a Family Assistance Representative. Ensure appointment of a Family Assistance Representative by the decedent's Unit Commander to carry out duties IAW [Chapter 12](#). Within 24 hours of appointment, the Mortuary Officer will ensure National Guard Bureau is notified of Family Assistance Representative appointment and training via Air National Guard Mortuary Worksheet **(T-1)**.

5.19.5.1. Train the Family Assistance Representative. **(T-2)**

5.19.5.2. Provide assistance and supervision to the Family Assistance Representative for the duration of his or her assignment IAW [Chapter 12](#). **(T-3)**

5.19.6. Complete the Air National Guard Mortuary Worksheet and send electronically along with a copy of the initial Casualty Report to NGB/A1S within 24 hours of Family Assistance Representative appointment. **(T-2)** Additional information that should be sent includes, but is not limited to: Record of Emergency Data, Servicemembers group Life Insurance information, and personnel data brief.

5.20. Foreign Military Members. Upon the notification of the death of a foreign military member, the Mortuary Officer will:

5.20.1. Notify Air Force Security Assistance Training Squadron, Randolph AFB and AFMAO. **(T-1)**. Air Force Security Assistance Training Squadron will notify their higher headquarters, the foreign government and the Air Force Attaché Affairs Office when necessary. **(T-1)**.

5.20.2. Provide requested assistance, which includes 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. Consult with Air Force Security Assistance Training Squadron and AFMAO for instructions. The Air Force will pay preparation costs; the Primary Next of Kin or responsible person will pay for funeral and interment costs. **(T-0)**.

5.20.3. For International Military Education and Training Foreign Military Trainees, International Military Education and Training funding account from the decedents International Travel Orders are cited to defray costs of preparation and shipment of remains (unescorted) to the home country. **(T-0)**.

5.20.4. For Foreign Exchange Officers, the appropriate government pays all expenses incident to preparation and shipment of remains. The preparing mortuary will submit claims to the appropriate foreign embassy representative in Washington D.C. The National Yellow Book of Funeral Directors contains a full listing of consulates and their contact information.

Chapter 6

SEARCH AND RECOVERY (S&R) OPERATIONS PROGRAM RESPONSIBILITIES

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 to take during an actual mishap involving Air Force assets or Air Force personnel.

6.2. National Incident Management System (NIMS). Air Force Search and Recovery capabilities are aligned within the National Incident Management System. The National Incident Management System represents a core set of doctrine, concepts, principles, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all levels.

6.3. Search and Recovery Team. Installation Search and Recovery teams conduct Search and Recovery operations and may be accompanied by member(s) of AFMAO based upon consultation between the Mortuary Officer and the AFMAO Commander and with approval by the Emergency Operations Center Director.

6.3.1. Installation Search and Recovery. Installations must meet the specific manning, training, and equipment requirements detailed in [Tables 6.1, 6.2, 6.3](#) and [6.4 \(T-1\)](#).

6.4. Installation Requirement for Search and Recovery Team.

6.4.1. Installations with military assigned to the Force Support Squadron will have an installation Search and Recovery team properly trained, manned, and equipped to respond to mishaps when required. **(T-2)** The Search and Recovery team will be composed of a minimum core of 11 military members from the Force Support Squadron. **(T-2)** Installations without military personnel assigned to the Force Support Squadron will train non-Force Support Squadron military personnel for their installation Search and Recovery team. **(T-1)**. The Force Support Squadron Commander or Director, Deputy or Operations Officer are required to be trained in installation Search and Recovery operations. **(T-1)**

Table 6.1. Installation Search and Recovery Team Composition and Training Requirements.

Manning	Training	Duties
11-person core team 1x team leader 2x flankers 8x team members	Initial training formal (ie Silver Flag, Fatality Search and Recovery Teams) Annual training – home station	Team leader Flankers *Team members *Remains recovery, tagging procedures, use of personal protective equipment (PPE)
Augmentees	Just-in-time training	Same as above

6.5. Determining Level of Response. Based upon the information received from the incident site the Mortuary Officer will contact AFMAO to determine the level of response. **(T-1)**

6.6. Search and Recovery Capability Limitations. Search and Recovery teams must be properly trained and equipped for known hazards. The installation's Civil Engineer Readiness and Emergency Management flight will define the hazards of the incident, in coordination with the Incident Commander and Bioenvironmental. **(T-3)**. The Air National Guard's Fatality Search and Recovery Teams are capable of operating in a Chemical Biological, Radiological, and Nuclear environment.

6.7. Roles and Responsibilities.

6.7.1. AFMAO will:

6.7.1.1. Respond to any Class-A mishap (as defined in AFI 91-204, *Safety Investigation And Hazard Reporting*) involving loss of life and mass fatalities within CONUS, Canada, Puerto Rico and Central America, unless immediate full remains recovery occurs or status is believed to be or is established for each member. **(T-1)** AFMAO will provide technical assistance in the recovery and preparation of incident victims. **(T-1)**

6.7.1.2. Provide Search and Recovery assistance, as necessary. **(T-1)**.

6.7.1.3. Serve as subject matter expert in the development of curriculum in the instruction of formal Search and Recovery training. **(T-1)**.

6.7.2. National Guard Bureau will:

6.7.2.1. Posture, plan and resource mortuary affairs assets to include installation Search and Recovery teams, along with fatality search and recovery teams. **(T-2)** The National Guard Bureau coordinates with state adjutants general to federalize Air National Guard Search and Recovery and fatality search and recovery teams needed to support federal military response requirements.

6.7.2.1.1. The fatality search and recovery teams is an embedded or stand-alone modular Air National Guard capability. The primary mission of the fatality search and recovery teams is to provide incident response capability to recover chemical, biological, and radiological contaminated human remains and their associated personal effects and transfer the remains and effects to designated collection points within the incident site. Fatality search and recovery teams are generally embedded within and provide support to the National Guard Homeland Response Force and the Chemical Biological, Radiological, and Nuclear Enhanced Response Force Package mission, but may also provide stand-alone support to on-scene civilian Fatality Management branch. The fatality search and recovery teams consist of a two-person command and control team and a nine-person tactical recovery team.

6.7.3. Air University's Ira C. Eaker Center for Professional Development will:

6.7.3.1. Develop and provide formal training for Mortuary Officers in Search and Recovery policies and procedures. **(T-1)**. These courses are funded through normal Air Education and Training Command channels when available. 6.7.4. Installation Commander will:

6.7.4. Appoint an Search and Recovery team by letter.

6.7.4.1. Ensure a Search and Recovery team functions under the supervision of the Mortuary Officer as part of the installation disaster response force. **(T-1)**.

6.7.4.2. Ensure Search and Recovery team members are properly trained and knowledgeable in their responsibilities regarding recovery of remains. **(T-1)**.

6.7.4.3. Ensure the installation coordinates its Search and Recovery plans and Memorandums of Agreement with supporting organizations and agencies. **(T-0)**.

6.7.4.4. Ensure all Mortuary Officers are trained to lead Search and Recovery team. **(T-1)**.

6.7.4.5. Ensure the performance of the Search and Recovery team is evaluated during base level exercises or training exercises. **(T-0)**.

6.7.5. Installation Plans Office will:

6.7.5.1. Review the Installation Mortuary Plan every (2) years. **(T-1)**.

6.7.5.2. Ensure the performance of the installation Search and Recovery team is evaluated during base level exercises or training exercises. **(T-1)**.

6.7.6. Mortuary Officers will:

6.7.6.1. Develop a written Installation Mortuary Plan for the implementation and execution of S&R operations, including ensuring identifications are accomplished and handling of remains. **(T-1)**.

6.7.6.2. Maintain a competent, trained Search and Recovery team, to include a designated 11-person core team, and ensure the team is appropriately staffed to conduct continuous Search and Recovery operations based on the team's mission. **(T-1)**. Team should be trained on:

6.7.6.2.1. Potential occupational and environmental health hazards determined by the Bioenvironmental engineering. **(T-1)**

6.7.6.2.2. Human anatomy and the ability to recognize portions of human anatomy. **(T-1)**

6.7.6.2.3. Search and Recovery procedures to include leading, flanking, remains recovery, tagging procedures, and mapping. **(T-1)**

6.7.6.3. Select team leaders from the organization based on experience, training, physical ability and mental attitude. **(T-1)**.

6.7.6.4. Ensure all immunizations are up-to-date and there are no duty limiting conditions for the team members. **(T-1)**.

6.7.6.5. Ensure Force Support Squadron Readiness Office provides annual training to Search and Recovery team. **(T-1)**. Training will include leading, flanking, remains recovery and tagging procedures. **(T-1)**.

6.7.6.5.1. The Mortuary Officer will ensure training of Search and Recovery personnel is documented and maintained; safety training is documented on AF-Form 55, *Employee Safety & Health Record*, or equivalent automated or electronic product. **(T-1)**.

6.7.6.6. Ensure management and lead personnel receive Home Station Readiness Training and Force Support Combat Training. **(T-1)**

6.7.6.7. Establish Memorandums of Agreement or Understanding with nearby military installations, to include National Guard and Reserve units and other government agencies, to augment the installation in case search and recovery requirements exceed the installation's capacity. (T-1).

6.7.6.8. Coordinate Search and Recovery procedures with the base mishap response plan, as required by AFI 91-202, *The US Air Force Mishap Prevention Program*. (T-1).

6.7.6.9. Ensure members are appointed by letter. (T-1).

6.7.6.10. Coordinate with Safety, Bioenvironmental and Public Health to determine required respiratory protection, personal protective equipment and safety risks, as applicable. (T-1). The Mortuary Officer will ensure the Search and Recovery team is educated on potential health hazards and risks and how to properly use equipment. (T-1).

6.7.6.11. Supervise the Search and Recovery team during disaster response and coordinate all actions related to Search and Recovery. (T-1).

6.7.6.12. Ensure Search and Recovery team has access to the Disaster Mental Health Team and chaplain. (T-1).

6.7.7. The Medical Group Commander will:

6.7.7.1. Ensure Search and Recovery team members receive required prophylaxis and training according to recommendations from the installation Occupational & Environmental Health Working Group. (T-1).

6.7.7.2. Ensure the Occupational & Environmental Health Working Group has assessed health hazards and risks and made recommendations IAW AFI 48-145, *Occupational and Environmental Health Program*. (T-1).

6.7.7.3. Ensure Bio-Environmental engineering personnel determine required respiratory and Personal Protective Equipment based on health risk assessment of potential Chemical Biological, Radiological, and Nuclear and physical hazards and implements applicable program requirements. (T-1).

6.7.7.4. Ensure on-scene medical support is available and Disaster Mental Health Team is accessible during Search and Recovery operations. (T-1).

6.8. S&R Supplies and Equipment. The Force Support Squadron Commander will budget for and stock items listed in **Table 6.2**. and **Table 6.3** (T-1) The Installation will fund initial purchase of Search and Recovery supplies and equipment with the installation's operation and maintenance funds. (T-1) **NOTE:** Stock numbers listed in **Table 6.2** and **6.3** are the recommended stock numbers for items; substitutions are acceptable provided the replacement meets same quality standards as recommended item. Safety-toed boots or caps and items that have a limited shelf life, such as surgical masks and gloves, may be purchased just in time if a plan is in place that allows for expedient procurement. In addition, procure supplies and equipment required for the area's terrain and weather conditions. Refer to the *Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery* available on the AFMAO SharePoint for additional supply guidance.

6.8.1. Replacement of supplies and equipment used for Search and Recovery operation is funded by the mortuary funding line established by the supporting MAJCOM. For replacement and funding procedures, refer to **Chapter 8**.

Table 6.2. Required S&R Supplies and Equipment.

Item	Recommended National Stock Number (NSN)	Minimum Quantity	
		Qty	Unit
Human Remains Pouch	see AFMAO SharePoint	8	Each
Plastic Bags, 18" x 12"	see AFMAO SharePoint	1,000	Each
Grease pencil, china marker	see AFMAO SharePoint	24	Each
Tag, shipping, cloth with wire tie	see AFMAO SharePoint	5,000	Each
Stakes, up to 4 feet long (wire stake flags preferred)	Locally procured	1,000	Each
Bed sheets, white	see AFMAO SharePoint	12	Each
Two-way radios and extra batteries	Locally procured	At least 2	Each
Megaphone	Locally procured	At least 1	Each
Whistle	Locally procured	At least 1	Each
Compass	Locally procured	At least 1	Each
Handheld axe or machete	Locally procured	At least 1	Each
Sifter	Locally procured	2	Each

Table 6.3. Required Personal Equipment.

Item	Recommended National Stock Number (NSN)	Quantity
Leather gloves, workmen's cowhide, sizes small through large	see AFMAO SharePoint	26 pair
Gloves, surgeon's	–Additional protective gloves as specified by Bio-Environmental to provide protection against chemicals that will be present, sizes SM-LG. (see AFMAO SharePoint)	26 boxes
Mask, surgical	Note: Surgical masks do not provide respiratory protection against harmful atmospheres (Chemical Biological, Radiological, and Nuclear or physical) and are only intended for comfort of the Search and Recovery team members against nuisance dust. (see AFMAO SharePoint)	5 boxes
Safety-toed Boots		1 pair each
Eye protection		1 pair each
Location-specific equipment, e.g., hip waders in FL		

6.9. Personal Protective Equipment. Accidents involving aircraft with composite materials require the use of Personal Protective Equipment. Installations must have the minimum recommended amounts and types of Personal Protective Equipment to outfit at least one person. See the requirements in **Table 6.4 (T-1)**.

6.9.1. Bioenvironmental and Civil Engineering will make the final determination regarding required Personal Protective Equipment (including respiratory protection) based on the specific health risk assessment at the accident site. **(T-1)**.

6.9.2. Each crash or incident may require specific Personal Protective Equipment, therefore, installations are not required to stock Personal Protective Equipment for the entire team, but must have a plan in place to procure Personal Protective Equipment deemed necessary by Bioenvironmental at the time of the incident. **(T-1)**.

Table 6.4. Required Personal Protective Equipment.

Item	Quantity	Usage
Lightweight polyethelene fiber coveralls, such as 'Tyvek', with hood and booties	20 each	2 per day
Protective Gloves, as determined by Bioenvironmental	20 each	2 per day
Respiratory protection, as determined by Bioenvironmental	1 each	Reusable
Filter cartridges for respirator, as determined by Bioenvironmental	20 each	2 per day

Section 6B—Planning & Execution of Search and Recovery Operations

6.10. Responsibilities and Actions During Search and Recovery Operations.

6.10.1. AFMAO will, upon request:

6.10.1.1. Respond to all aircraft mishaps or any mishap involving death or mass fatalities occurring within the CONUS, US territories and possessions not covered by USAFE or PACAF, Canada, Puerto Rico and Central America, immediate full remains recovery has occurred or status of remains has been established for each member. **(T-1)**. AFMAO will provide technical assistance in the recovery and preparation of incident victims. If needed, 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 or dismemberment. OCONUS morticians respond in their area of responsibility if possible. If not, AFMAO morticians can support. **NOTE:** Air Force morticians are authorized uniforms to include safety-toed boots in support of the Air Force mortuary mission. For responses outside CONUS, US territories and possessions, Headquarters Air Force provides approval to proceed.

6.10.1.2. Provide technical assistance with Search and Recovery operations. **(T-1)**. When on an installation, mortuary affairs personnel report directly to the Emergency Operations Center Director. If the incident is off the installation, report to the incident commander or director.

- 6.10.2. Mortuary Officer, upon notification of an aircraft mishap or mass fatality incident will:
- 6.10.2.1. Ensure the Search and Recovery team is alerted and on standby for a potential recall. **(T-1)**.
 - 6.10.2.2. Report to the scene to survey the situation to determine logistical and operational Search and Recovery requirements and the number of Search and Recovery personnel required. **(T-1)**.
 - 6.10.2.3. Coordinate Search and Recovery activities with the incident commander, Safety Investigation Board Medical Officer (for aircraft accidents), installation medical services director, staff judge advocate, and local civil authorities, as applicable. **(T-1)**.
 - 6.10.2.4. Coordinate to ensure Civil Engineering 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. **(T-1)**.
 - 6.10.2.5. Determine how to respond to incident taking into account the considerations in **Table 6.5**. **(T-1)**
 - 6.10.2.6. Brief Search and Recovery team on the mission, potential hazards, involvement by other organizations, who the onsite commander is, and what the objective is before they begin Search and Recovery operations. **(T-1)**.
 - 6.10.2.7. Ensure each team consists of the team leader, two flankers, and enough line people to adequately cover the search area. **(T-1)**.
 - 6.10.2.8. 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. **(T-1)**.
 - 6.10.2.9. Ensure each Search and Recovery team leader is provided with hand-held or portable radios for communication with the Mortuary Officer who, in turn, communicates directly with the emergency operations center director. **(T-1)**.
 - 6.10.2.10. Ensure availability of backup communications equipment such as cell phone, flashlights, etc. **(T-1)**.
 - 6.10.2.11. Lead Search and Recovery operations and report details by secure telephone, if possible, or by encrypted e-mail message to the MAJCOM/A1 and AFMAO. **(T-1)**.
 - 6.10.2.12. Conduct additional Search and Recovery if additional remains are discovered during aircraft salvage operations. **(T-1)**.
 - 6.10.2.13. Inform the Person Authorized to Direct Disposition, sponsor and Primary Next of Kin of Search and Recovery status. **(T-1)**. **NOTE:** Because remains may not be recovered intact, the Mortuary Officer will not request disposition instructions prior to termination of aircraft salvage operations without the approval of AFMAO. **(T-1)**. The MAJCOM/A1 and AFMAO will be advised of salvage operation status changes by e-mail. **(T-1)**.

6.10.2.14. Ensure Search and Recovery team members receive intervention from the Disaster Mental health Team IAW AFI 44-153, *Disaster Mental Health Response and Combat and Operational Stress Control*, at the onset and conclusion of Search and Recovery. **(T-1)**.

6.10.2.15. Ensure support for preserving visual evidence of the incident site including a photographer and videographer through Installation Public Affairs or Visual Information as required in **Paragraph 6.10.8 (T-1)**.

Table 6.5. Search and Recovery Planning Considerations.

1.	Hours of daylight and weather conditions available for Search and Recovery.
2.	S&R equipment that will be needed and as required by geographical location of mishap (i.e., chest waders in swamps).
3.	Transportation for Search and Recovery 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 Search and Recovery and the location is distant from the nearest installation. A base camp should be established at the end of the line of communications and near the search area. This should ensure full support (i.e. medical, food, and shelter) is available in the event of inclement weather or injuries, etc. If the situation permits, Search and Recovery personnel should operate from the base camp, returning after completing each day's Search and Recovery effort. Follow guidance in AFMAN 34-240 for providing meals to Search and Recovery team members at the site.
7.	Number of Search and Recovery personnel available and required.
8.	Size, shape, and terrain of search areas.
9.	Initial direction of search pattern.
10.	Spacing between Search and Recovery team members.
11.	Search area entrance and exit points.

6.10.3. Search and Recovery Team Leader will:

6.10.3.1. Ensure members respond with sufficient personal items in event of multi-day deployment. **(T-1)**.

6.10.3.2. Ensure appropriate Search and Recovery equipment is assembled. **(T-1)**.

6.10.3.3. Acquire team transportation to and from Search and Recovery area (limit travel by foot). **(T-1)**.

6.10.3.4. Brief and account for all team members. **(T-1)**.

6.10.3.5. Coordinate with Civil Engineering to determine search areas and document on maps. **(T-1)**.

6.10.3.6. Execute the search action plan. **(T-1)**.

6.10.3.7. Record search coverage. **(T-1)**.

6.10.3.8. 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 flankers with radios, portable megaphones, whistles, or similar items and copies of the sketch map of the mishap site to facilitate communications when deployed. **(T-1)**.

6.10.4. Senior Medical Officer will:

6.10.4.1. Ensure on-scene medical support is provided during Search and Recovery operations. **(T-1)**.

6.10.4.2. Ensure Disaster Mental Health Team provides support to the Search and Recovery team. **(T-1)**.

6.10.4.3. Remains are released to the Mortuary Officer for processing following completion of medical and investigative actions. **(T-1)**.

6.10.5. The Safety Investigation Board. 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. While the Incident Commander has control of the scene, the Safety Investigation Board President assumes control of the safety investigation under the provisions of AFI 91-204, *Safety Investigations and Reports*. **(T-1)**.

6.10.6. The Interim Safety Investigation Board Medical Officer. The Interim Safety Investigation Board 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. **(T-1)**. This is done before the permanent Safety Investigation Board Medical Officer arrives. Together they will accomplish the following:

6.10.6.1. Preserve perishable evidence, to include video and still photography at the mishap site, collecting laboratory samples, completing radiological studies and obtaining initial witness statements. **(T-1)**.

6.10.6.2. Ensure nonperishable evidence associated with human remains (life support equipment, aircraft egress systems, etc.) is left undisturbed at the mishap site. **(T-1)**.

6.10.6.3. Coordinate with the Armed Forces Medical Examiner System for forensic pathology assistance. Armed Forces Medical Examiner System can be reached via telephone at any time through DSN 366-8648 or commercial (302) 346-8648. **(T-1)**.

6.10.6.4. Facilitate access of the medical examiner to the dead and injured. **(T-1)**.

6.10.6.5. Obtain health and dental records of the decedents. **(T-1)**.

6.10.7. Civil Engineering will produce and archive daily maps to reflect Search and Recovery progress. **(T-1)**.

6.10.8. Public Affairs will provide photographer support. **(T-1)**.

6.11. Refer to the *Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery* for detailed instructions (Available on AFMAO SharePoint) on Search Tactics and Techniques; Recovery Operations Instructions; the Recovery Process; Termination of Search and Recovery; Recovered Personal Property and Effects; Handling Recovered Remains; and submission of After Action Comments.

Chapter 7

INSTALLATION HONOR GUARD PROGRAM AND CONDUCT OF MILITARY FUNERAL HONORS

Section 7A—General Honor Guard Policy.

7.1. Military Funeral Honors Mission. *The Honor Guard is an installation commander, or senior Air Force officer under a joint base construct, program administered by the Installation Honor Guard Management Office.*

7.1.1. Providing military funeral honors honoring the service and sacrifice of our fallen Airmen is the primary mission of the base honor guard program.

7.1.2. The military funeral honors mission takes precedence over all other ceremonial functions.

7.1.3. At no time will an Honor Guard program manager or member suggest a gift is necessary or accept a gift (except as allowed by 5 CFR 2635 Subpart B, *Standards of Ethical Conduct for Executive Branch Employees*) for his or her support in rendering Military Funeral Honors. **(T-1).**

7.2. Military Funeral Honors Entitlement. The Air Force will provide funeral honors (unless the member is deemed ineligible or denied) at the place of final disposition, memorial service or other location chosen by the Person Authorized to Direct Disposition or family representative making funeral arrangements. **(T-1)** The only authorized support for an installation memorial service is posting of the colors if Military Funeral Honors are provided elsewhere. If performing Military Funeral Honors at an installation memorial service per the request of the Person Authorized to Direct Disposition, the Honor Guard must ensure honors are only provided once. The Honor Guard must ensure that every possible action is taken to ensure funeral honors are always rendered to all that are eligible. **(T-1).** **NOTE:** Contact AFMAO for guidance on military funeral honors requests associated with the repatriation of remains from a Past Conflict or other incidents.

7.3. Performance of Military Funeral Honors. Ensure coordination with the Funeral Director and Cemetery Representative as to the timing of Military Funeral Honors presentation.

7.4. Composition of the Funeral Honors Detail. Military Funeral Honors will consist of two (2) or more persons. **(T-0)** At least two (2) active members of the funeral honors detail are members of the armed services (other than members in a retired status) at least one (1) of whom will be a member of the military service of which the decedent was a member. **(T-1).** The remainder of the detail may consist of trained members of the armed forces or members of Veterans Service Organizations. **(T-1).**

7.5. Military Funeral Honors Ceremonial Requirements. At a minimum the Military Funeral Honors detail will fold and present the American flag to the decedent's family and the playing of Taps. **(T-0)** Make every effort to provide Taps via a professional bugler, military or civilian, voluntary or contracted. If a professional bugler is not available, Taps can be provided using a high quality recorded version of Taps. The Honor Guard detail provides the audio equipment and ceremonial bugle.

7.6. 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.

7.7. Unsupported or Missed Funeral Honors Requests. Declining to support a request for Military Funeral Honors or to request a funeral home or family to change the service in order to accommodate the request is not appropriate. If an honor guard cannot support a detail request, they must contact AFMAO immediately while also contacting other local Regular, Guard and Reserve Air Force units who may be able to support. **(T-1)**. The Honor Guard must complete an AF Form 1946, Honor Guard Checklist, indicating the circumstances and justification for the inability to support the request and submit to AFMAO within 5 business days. **(T-1)**. The Honor Guard must record this information in AFMAO approved Honor Guard database. **(T-1)**.

7.7.1. Air Force Honor Guards will not request military funeral honors support from Sister Service elements. **(T-0)**

7.7.2. Air Force Honor Guards will not support requests for military funeral honors from Sister Services without AFMAO permission. **(T-1)**

7.8. Denial of Military Funeral Honors. The decision to deny funeral honors is made independently of the family request for honors. When consideration for denial may be appropriate, coordination on the denial may be accomplished before the request for the military funeral honors from the family is received. Once said request is received, it will be processed expeditiously.

7.8.1. Military funeral honors support of any kind will be withheld for any of the following categories of dependents:

7.8.1.1. A person who has been convicted of a Federal capital crime (any criminal charge which is punishable by the death penalty) and whose conviction is final (other than a person whose sentence was commuted by the President). **(T-0)**

7.8.1.2. A person who has been convicted of a State capital crime (any criminal charge which is punishable by the death penalty) and whose conviction is final (other than a person whose sentence was commuted by a Governor of a state). **(T-0)**

7.8.1.3. A person who is found, based on clear and convincing evidence, 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. **(T-0)**

7.8.1.4. 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 (including the fact that the death precluded further investigation or prosecution of alleged misconduct), based on clear and convincing evidence, are such that to provide honors at the funeral or burial of the person would bring discredit upon the Air Force (or former Branch of Service). **(T-0)**

7.8.1.4.1. For purposes of determining whether alleged misconduct is Service discrediting, all potential Federal, State and Uniform Code of Military Justice offenses implicated by the facts known at the time of death will be deemed to have been committed by the decedent. **(T-0)**

7.8.2. The decision to deny funeral honors requested from the Air Force rests with the Secretary of the Air Force or his or her designee responsible for funeral honors within each Military Service at the flag rank or Senior Executive Service level. **(T-0)** For veterans with prior service in more than one Military Service, the decision rests with the service the veteran belonged upon separation or retirement. **(T-0)**

7.8.2.1. The requesting family member of the deceased veteran or deceased active duty member is provided a written explanation detailing the decision to deny honors. **(T-1)** Said explanation will include, if applicable, the identity of the investing agency, status of investigation, and point of contact for additional questions by the requestor. **(T-1)**

7.8.2.1.1. If additional information regarding the circumstances surrounding the person's death becomes known, the requestor (or other family members) may submit a written request for reconsideration of military funeral honors.

7.8.2.2. Air Force Services (AF/A1S) will forward a copy of the funeral honors denial letter to the Principal Deputy Under Secretary of Defense for Personnel and Readiness. **(T-0)** It is appropriate for the Mortuary Officer to advise the Person Authorized to Direct Disposition of the final decision for any denial consideration.

7.8.2.3. Family members of a deceased active duty member or of a deceased veteran who is ineligible to receive military funeral honors is ineligible for a DoD-furnished U.S. flag but may still request a U.S. flag for burial purposes using Department of Veterans Affairs (VA) Form 27-2008.

7.8.3. Secretary of the Air Force has delegated denial of military funeral honors authority to AF/A1.

7.8.3.1. The Mortuary Officer or Area of Responsibility Honor Guard at the installation with cognizance over the death will immediately notify AFMAO of the death and circumstances including the following information: **(T-1)**.

7.8.3.1.1. A bullet background paper for AFMAO including: **(T-1)**.

7.8.3.1.1.1. Circumstances of death. **(T-1)**

7.8.3.1.1.2. Name, address, and phone number of the Person Authorized to Direct Disposition or Primary Next of Kin. **(T-1)**

7.8.3.1.2. A copy of any police report(s) and supporting documentation **(T-1)**.

7.8.3.1.3. Obtain a legal opinion and written concurrence from the Wing Commander in the chain of command of the member's unit. **(T-1)**

7.8.3.1.4. Verify notification to the installation with responsibility for honors where the interment is to be effected that a package for denial of honors is being staffed. **(T-1)**.

7.8.3.2. AFMAO will:

7.8.3.2.1. Prepare denial of military honors package. **(T-1)** Package includes an electronic staff summary, notification letter to Person Authorized to Direct Disposition or Primary Next of Kin advising of the decision, and documents listed in **paragraphs 7.8.3.1.1. through 7.8.3.1.3.** **(T-1)**

7.8.3.2.2. Staff denial package to AF/A1S for coordination and to AF/A1 for approval. **(T-1)**.

7.8.3.2.3. Present in person, when possible, or mail military honors denial notification letters to Person Authorized to Direct Disposition or requestor upon receipt of AF/A1 signed letters. **(T-1)**.

7.8.3.2.4. Send a copy of the funeral honors denial letter to: **(T-1)**.

7.8.3.2.4.1. Installation with responsibility for care of remains. **(T-1)**

7.8.3.2.4.2. Installation tasked with military funeral honors **(T-1)**

7.8.3.3. HQ USAF/A1 will:

7.8.3.3.1. Render decision. **(T-0)**

7.8.3.3.2. Forward signed military honors denial notification letter to AFMAO. **(T-0)**

7.9. Annual Report to Congress. Each calendar year, the Air Force 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 AFMAO data on the number of Military Funeral Honors supported for their installation. Base Honor Guards must enter this information into AFMAO- approved Honor Guard database no later than 30 days after the date of the detail or no later than 15 days after the end of the calendar year, whichever is sooner. **(T-1)**

7.10. Responding to Funeral Honors Requests.

7.10.1. Areas of Responsibility. Each installation is responsible for providing requested Military Funeral Honors support within the base's area of responsibility **(T-1)**.

7.10.2. Honor Guard personnel will educate funeral directors in their area of responsibility on the Military Funeral Honors request process. **(T-2)**.

7.10.2.1. Funeral directors will contact the base directly or call AFMAO to request honors.

7.10.2.2. There is a Military Funeral Honors Community of Practice located at <https://mfh.dmdc.osd.mil/mfh/> for the Military Funeral Honors Community members use as well as the source for the most recent Military Funeral Honors Directory.

7.10.3. Dignified Arrival and Funeral Honors Request outside the area of responsibility for the installation where the death occurred. If the burial location is not within the area of responsibility of the installation responsible for providing care for the deceased, the Mortuary Officer arranging the disposition will call the Mortuary Officer at the installation with area of responsibility at the location for interment and notify them of the requirement for Dignified Arrival and Military Funeral Honors. **(T-1)**. The phone call should be followed-up with a Supplemental Death Message (delivery-confirmed e-mail). When a military member dies overseas and the remains are returned through AFMAO Port Mortuary, Dover AFB, AFMAO will notify the responsible installation of the requirement to provide a Dignified Arrival and Military Funeral Honors. **(T-1)**.

7.10.4. Funeral Honors Requests Overseas. Even though US law does not generally govern locations outside the US and its territories, Air Force honor guard units overseas should attempt to respond to all requests for honors that do not impact the mission. If an overseas unit cannot fulfill the request, that unit should contact AFMAO for immediate guidance.

7.10.5. Communications Capabilities. Bases must be set up to receive funeral honors requests 24 hours a day, 7 days a week. **(T-1)**. Bases are highly encouraged to have an individual answer the phone, especially after duty hours, instead of having the calls go into voicemail. If a voicemail system is utilized, the base must ensure it is monitored every 8 hours and funeral directors are contacted as soon as possible, but not more than 8 hours after the request is submitted. **(T-1)**. The base must have an on-call Honor Guard representative letter filed with the base command post, this prevents loss of time to adequately schedule, task and prepare the team especially for short notice requests. **(T-1)**.

Section 7B—Funeral Honors Roles and Responsibilities.

7.11. HQ USAF/A1S will:

7.11.1. Establish policy for the conduct of the Air Force Installation Honor Guard Program.

7.11.2. Monitor the upward reporting requirement.

7.11.3. Submit Air Force Military Funeral Honors data to the Office of the Secretary of Defense for inclusion in the annual report to Congress.

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

7.12. Air Force Mortuary Affairs Operations (AFMAO) will:

7.12.1. Administer approved Honor Guard database or other DoD directed Military Funeral Honors database program. **(T-1)**.

7.12.2. Oversee and approve changes to base level honor guard area of responsibility. **(T-1)**.

7.12.3. Provide Honor Guard management training to assigned program managers. **(T-1)**

7.12.4. Serve as the 8G100 Career Field Manager. **(T-1)**

7.12.5. Conduct regional Staff Assistance Visits when requested by Major Commands and bases. **(T-3)**. The requesting Major Command or base will fund the Staff Assistance Visit. **(T-3)**.

7.13. AFSVA/SVORA will:

7.13.1. Manage the Military Personnel Appropriation Man-Day Program for Air Reserve Component military funeral honors augmentation. **(T-1)**.

7.13.2. Determine and budget for the annual Military Personnel Appropriation man-day and Base Operating Support requirements based on MAJCOM Honor Guard Program Manager input and submits report to HQ USAF/A1S Honor Guard as requested. **(T-1)**.

7.13.3. Allocate man-days to Air Reserve Component units based upon active duty Honor Guard requests after AFSVA/SVOR validation, with info copy to AFMAO and Air Force Reserve Command. **(T-1)**.

7.13.4. Maintain man-day utilization and accountability report through the Manpower Military Personnel Appropriation Man-day Management System. **(T-1)**.

7.13.5. Approve all Memorandums of Agreements and support agreements between active unit and Air Reserve Component units for Military Funeral Honors augmentation. **(T-1)**.

7.13.6. Process authorization for Military Personnel Appropriation orders for Individual Mobilization Augmentees performing funeral honors duties. **(T-1)**.

7.13.7. Request Military Personnel Appropriation man-day waivers for volunteers performing funeral honors duty because there are insufficient personnel to replace them. **(T-1)**.

7.13.8. Work with the Air Reserve Component to initiate the funding for Active Guard Reserve positions. **(T-1)**.

7.13.9. Initiate Joint Service Honor Guard Memorandums of Agreement for base honor guards whose mission increases due to the opening of national cemeteries, realignment of area of responsibility jurisdiction, or other such actions. **(T-1)**.

7.13.10. Work with bases to identify base-level, full-time honor guard manpower requirements and obtain funding from AF/A1 to meet requirements. **(T-1)**.

7.14. HQ AFRC/A1 will:

7.14.1. Establish policy for use of Air Force Reserve Command personnel for military honors.

7.14.2. Approve Memorandums of Agreement for base level Reserve honor guard augmentation.

7.14.3. Identify base-level full-time honor guard manpower requirements and advocate funding in the AFRC budget projection.

7.15. NGB/A1X will:

7.15.1. Establish policy for use of Air National Guard personnel for military honors.

7.15.2. Approve Memorandums of Agreement for base level Air National Guard honor guard augmentation.

7.15.3. Ensure Air National Guard units performing Military Funeral Honors report in AFMAO approved Honor Guard tracking system unless they're augmenting the active unit. When a Guard unit provides augmentees, the active unit will enter the data into AFMAO approved Honor Guard tracking system. **(T-1)**.

7.16. The 11th Wing Commander (Joint Base Andrews, MD) will:

7.16.1. Be responsible for the USAF Honor Guard. **(T-3)**.

7.16.2. Delegate authority through the 11th Operations Group Commander to the USAF Honor Guard Commander for the USAF Honor Guard to serve as Office of Primary Responsibility for the ceremonial procedures and wear of the honor guard uniform, and mobile ceremonial training for base honor guards. **(T-3)**.

7.17. The USAF Honor Guard will:

7.17.1. Establish procedural guidance for standardized uniform wear, ceremonies, equipment, and conduct ceremonial training programs. **(T-3)**.

7.17.2. Coordinate all uniform issues concerning base honor guards through 11th Wing/CC, HQ USAF/A1S, HQ AFPC/DPSOOC, and submit requests through the annual uniform board. **(T-3)**.

7.17.3. Conduct regional Staff Assistance Visits when requested by Major Commands and bases. The requesting Major Command or base will fund the Staff Assistance Visit. **(T-3)**.

7.17.4. Provide AFMAO and base-level honor guard with projected USAF Honor Guard training schedules for units or bases to use in budgeting training requirements. **(T-3)**.

7.17.5. Provide procedural guidelines for base honor guard teams, entitled *Base Honor Guard Manual*, available on under the *Base Honor Guards* link at: <https://www.honorguard.af.mil> and ensure the guidance provided is current. **(T-3)**.

7.17.6. Ensure ceremonial training programs and uniform issues are coordinated through 11th Wing Commander to HQ USAF/A1S. **(T-3)**. Provide coordinated changes to AFMAO and base honor guard. The USAF Honor Guard will update the training, at a minimum, on a biannual basis. **(T-3)**.

7.17.7. Provide a current list of available training aides to AFMAO and base level honor guards, and advise the same when new training aides become available. **(T-3)**.

7.17.8. Act as Office of Primary Responsibility for all HQ Air Force Level funeral support. This will include current and former Secretaries of the Air Force, Chiefs of Staff and Chief Master Sergeants of the Air Force. All funeral support will be coordinated through 11 Operations Group. **(T-3)**.

7.18. The Installation Commander will:

7.18.1. Maintain overall responsibility for the base honor guard program. **(T-3)**.

7.18.2. Ensure military funeral honors are furnished to all eligible decedents in accordance with this instruction. **(T-0)**.

7.18.3. Provide adequate funding and resources to meet the operational requirements of the base honor guard program. **(T-0)**. This includes, but is not limited to, the Installation Commander providing each honor guard member with a complete installation honor guard ceremonial uniform as outlined in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, Table 9.4, equipment, training materials and equipment, etc. **(T-0)**.

7.18.4. Provide storage, training and administrative space for the base honor guard team. **(T-3)**.

7.18.5. 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. **(T-2)**.

7.18.6. Request subordinate and tenant unit manpower support. If there are insufficient active duty volunteers, request MAJCOM/A1 approval for Air Reserve Component augmentation and establish an organizational quota system and engage with authorized providers. **(T-3)**.

7.18.7. Establish Memorandums of Agreement between host base honor guard and Air Force Reserve and Air National Guard organizations. **(T-3)**.

7.18.8. Appoint an Honor Guard OIC/NCOIC. **(T-3)**.

7.18.9. Provide recognition programs to include all who participate in honor guard activities. **(T-3)**.

7.18.10. Integrate authorized full-time Active Guard Reserve positions into the base honor guard program, if needed. **(T-3)**.

7.18.11. Provide funding for the Honor Guard NCOIC to attend the appropriate training courses conducted by AFMAO and the Air Force Honor Guard within six (6) months of appointment to the position. **(T-1)**

7.18.12. Ensure adequate transportation support. **(T-3)**.

7.19. AFRC/ANG Wing or Group CC (unit providing augmentation) will:

7.19.1. Coordinate on Memorandums of Agreement with active duty host for military funeral honors support, if required. **(T-0)**.

7.19.2. Appoint a full-time Office of Primary Responsibility to handle respective Reserve/Guard honor guard participation. **(T-3)**.

7.19.3. Use Military Personnel Appropriation man-days for Air Reserve Component funeral honor support as the preferred method of payment. **(T-2)**.

7.19.4. Ensure volunteers do not exceed the Military Personnel Appropriation man-day limitations without proper waiver authority. **(T-3)**. **NOTE:** Requests to exceed Military Personnel Appropriation man-day waiver limits are sent to AFSVA/SVORA.

7.19.5. Educate civilian employers on the Air Force honor guard program and the possible need for short-notice response and availability of Air Reserve Component members who participate in funeral honors details. **(T-3)**.

7.19.6. Provide special recognition programs for honor guard members if they are not part of an active duty team. **(T-3)**.

7.19.7. Provide funding for uniform purchase, cleaning and alterations. **(T-0)**.

7.20. Force Support Squadron Commander. The installation's Force Support Squadron Commander is responsible for the Installation Honor Guard Program.

7.20.1. Responds to inquiries from family members and outside agencies concerned with the quality of service provided by Installation Honor Guard. **(T-1)**.

7.21. Force Support Squadron Chief Enlisted Manager will:

7.21.1. Oversee the honor guard program through the Honor Guard Program Manager. **(T-3)**.

7.21.2. Select the honor guard NCOIC. **(T-3)**.

7.21.3. Ensure honor guard has current Memorandum of Agreement with Air Force Reserve and Air National Guard organizations, if required. **(T-3)**.

7.21.4. Ensure Honor Guard NCOIC attends training courses conducted by AFMAO and the Air Force Honor Guard within six (6) months of appointment to the position. **(T-1)**.

7.22. Honor Guard Program Manager will:

7.22.1. Manage honor guard program for the installation commander. **(T-1)**.

- 7.22.2. Ensures the honor guard detail arrives at least one hour prior to the ceremony. **(T-3)**
- 7.22.3. Request Military Personnel Appropriation man-day support for Air Reserve Component augmentation and route to AFSVA/SVORA with info copy to the applicable Air Reserve Component headquarters. **(T-3)**.
- 7.22.4. Ensure Installation Honor Guard contact information is maintained on Office of the Secretary of Defense Military Funeral Honors Webpage. **(T-3)**.
- 7.22.5. Ensure data is entered into approved Honor Guard database IAW this instruction. **(T-3)**.
- 7.22.6. Identify and submit annual base level full-time honor guard manpower requirements and advocate funding in the MAJCOM Program Objectives Memorandum. **(T-3)**.
- 7.22.7. Establish Memorandum of Agreement with Air Force Reserve and Air National Guard organizations. **(T-1)**
- 7.22.8. Serve as the liaison between base activities and the honor guard for requesting ceremonial support. **(T-3)**.
- 7.22.9. 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. **(T-3)**.
- 7.22.10. Implement the Authorized Provider Partnership Program where applicable. **(T-0)**.
 - 7.22.10.1. Validate Authorized Provider Partnership Program expense reimbursements. **(T-0)**.
- 7.22.11. Work with the Air Force Reserve and Air National Guard to initiate the funding for Active Guard Reserve positions. **(T-3)** as needed.
- 7.22.12. Initiate Joint Service Honor Guard Memorandum of Agreement for base honor guards whose mission increases due to the opening of national cemeteries, realignment of area of responsibility jurisdiction, or other such actions. **(T-3)**.
- 7.22.13. Work with base leadership to recognize honor guard members. **(T-3)**.
- 7.22.14. Remove any member who does not meet performance or appearance standards. **(T-3)**.
- 7.22.15. Ensure that honor guard weapons are inspected annually and certified for weapon safety and usability. **(T-3)**.
- 7.22.16. Forecast all ammunition requirements for the base honor guard and ensures that results are submitted as requested. **(T-3)**.
- 7.22.17. Track Air Force Reserve and Air National Guard volunteers Sanctuary and High Year Tenure status and request appropriate waivers when required in compliance with the respective MAJCOM's written policy. **(T-3)**.
- 7.22.18. Ensure the military funeral honors request telephone number is kept current with AFMAO. **(T-3)**.
- 7.22.19. Prepare annual budget requirements for the base honor guard, Air Reserve Component augmentation and authorized provider expenses. **(T-3)**.

7.22.20. Ensure honor guard members, Air Force Reserve and Air National Guard augmentees and Authorized Provider Partnership Program are trained and properly equipped to perform military honors. **(T-0)**.

7.22.21. Approve and maintain a list of performance-ready (trained, uniformed, equipped) honor guard members to include Air Force Reserve and Air National Guard augmentees and other Authorized Providers. Coordinate list with Air Force Reserve and Air National Guard unit or Unit Reserve Coordinator monthly if Individual Mobility Augmentees are used. **(T-3)**.

7.23. Honor Guard Team Member Responsibilities. Honor guard members must:

7.23.1. Maintain high appearance standards in compliance with Air Force Instructions and a positive attitude. **(T-3)**.

7.23.2. Ensure their uniforms are maintained in serviceable condition, attend training, master the drill and know ceremonial formation and protocol. **(T-3)**.

7.23.3. Recommend participation in base honor guard duties for at least one year to provide continuity for the team and to maintain proficiency. This includes Air Force Reserve and Air National Guard volunteers and Authorized Provider Partnership Program who participate on an as-needed basis. **(T-3)**.

7.24. Air Force Reserve and Air National Guard Honor Guard Augmentees will:

7.24.1. Maintain a list of available volunteers and coordinate monthly with the supported active duty program manager. **(T-3)**.

7.24.2. Inform the active duty program manager immediately if an Air Force Reserve and Air National Guard volunteer is placed on a medical or physical profile. **(T-3)**.

7.24.3. Track Military Personnel Appropriation man-day utilization and waiver limitations for each individual. Request waivers to exceed Military Personnel Appropriation man-day waiver limitations when sufficient volunteers do not exist. **(T-3)**.

7.24.4. Provide required information to the augmentee's unit for orders processing. **(T-3)**.

7.24.5. Ensure volunteers perform annual tour, unit training assemblies and other required reserve training IAW the member's primary Air Force Specialty Code. **(T-3)**.

7.24.6. Ensure Air Reserve Component honor guard members are in compliance with AFI 36-2903 and AFI 36-2905. **(T-3)**.

7.24.7. Train honor guard team members in compliance with established Air Force Base Honor Guard standards. **(T-3)**.

7.24.8. Provide required training and funeral honors support reports to appropriate Air Force Reserve and Air National Guard headquarters. **(T-3)**.

7.24.9. Coordinate Memorandum of Agreement with the active duty honor guard responsible for the geographic region, if required. **(T-3)**.

7.25. Security Forces Commander will:

7.25.1. Advise honor guard on how to store, clean and maintain weapons and blank ammunition. **(T-3)**.

7.25.2. Ensure honor guard weapons are inspected annually and certified for weapon safety and usability. **(T-3)**.

7.26. Public Affairs will:

7.26.1. Evaluate requests from civilian agencies for honor guard ceremonial support and forward the request to the Honor Guard OIC or NCOIC. **(T-0)**. The Honor Guard OIC or NCOIC will determine if the mission permits, whether to support the request. **(T-0)**.

7.26.2. Publicize the honor guard program through the base newspaper and other available sources. **(T-3)**.

Section 7C—Military Funeral Honors Eligibility and Entitlements.

7.27. Active Duty and Recipients of the Medal of Honor.

7.27.1. Eligibility. Active duty Regular Air Force personnel, members of the Reserve and Air National Guard in an active duty status and recipients of the Medal of Honor are entitled to full military funeral honors.

7.27.2. Entitlement.

7.27.2.1. Dignified arrival at the destination airport. The destination airport is the airport closest to the location of the interment and that is capable of receiving an aircraft accommodating a casket. A 7-person honor guard detail, including six pallbearers and 1 OIC/NCOIC, will provide dignified arrival support. **(T-1)**.

7.27.2.2. 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. **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.

7.27.2.3. The installation providing military honors will provide flags and hardwood flag case(s) to the following recipients: spouse, each child, parents (one if married and 2 if divorced), Person Authorized to Direct Disposition if not one of the persons already named. **(T-1)**. **NOTE:** Members of the Air Force, Army Air Corps or Army Air Forces whose remains are being repatriated for interment will be handled as active duty deaths. **(T-1)**. Under these circumstances, the parent service (i.e., Army for Army Air Corps or Army Air Forces) will provide military funeral honors. **(T-1)**.

7.27.2.3.1. The installation will ensure the flag cases are only adorned with the Air Force Emblem affixed to the outside of the lid. **(T-1)** The placement of rank insignia, decorations, functional badge(s), accouterments and the metallic nametag is not authorized. The brass name plate and any other material should be discarded from the inside of the flag case prior to presentation.

7.28. 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 veteran. **(T-1)**.

7.29. Former Military Members Eligibility (Veterans and Retirees) is determined by 10 USC 1491.

7.29.1. Former military members who served in the active military and who were discharged or released under conditions other than dishonorable or former members of the Selected Reserve and departed under conditions other than dishonorable.

7.29.2. 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.

7.29.3. Former military members discharged from the Selected Reserve due to a disability incurred or aggravated in the line of duty.

7.29.4. Any legal military source document, indicating a term of honorable service, may be utilized for service verification.

7.29.5. Do not provide military funeral honors if a member falls in any of the following categories: **(T-1)**.

7.29.5.1. A dishonorable discharge.

7.29.5.2. A bad conduct discharge.

7.29.5.3. A dismissal from the Service awarded by courts-martial.

7.29.5.4. An under other than honorable conditions discharge.

7.29.5.5. An officer resignation for the good of the service in lieu of courts-martial which results in a discharge characterization of under other than honorable conditions.

7.29.5.6. An enlisted member discharged under a Request for Discharge in Lieu of Trial by Courts-Martial, which results in a discharge characterization of under other than honorable conditions.

7.29.6. Entitlement. Former military members (Veterans and Retirees) are entitled to Military Funeral Honors with two-Armed Forces members, one of which will be an Air Force representative (officer or enlisted), folds and presents the interment flag and play Taps. **(T-1)**. For former Army Air Corps or Army Air Forces, the Air Force will augment the Army, if requested, and provide one Airman to support in rendering Military Funeral Honors. **(T-1)**.

7.29.6.1. Support above the two-Armed Forces members requirement may be authorized for retirees only by the Wing Commander or Air Base Group Commander, resources permitting. However, the detail will not exceed seven Ceremonial Guardsmen. **(T-1)**.

NOTE: Whether providing the mandated two-person detail, or any other detail variation, the installation's honor guard military funeral honors program should be applied with a consistent process to ensure maximum use of resources. **NOTE:** The US Burial Flags for Veterans and Retirees are provided by the Department of Veterans Affairs.

7.30. Certain Civilians Who Served During Wartime.

7.30.1. Eligibility. Civilians who served the country during wartime, including some members of the Merchant Marine and Women Airforce Service Pilots, will be provided honors if their remains are inurned at Arlington National Cemetery.

7.30.2. Entitlement. Honors entitlement is the same as veterans.

7.31. Uniformed Services.

7.31.1. 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.

7.31.2. Entitlement. Honors entitlements are the same as veterans. The Coast Guard primarily supports these organizations.

Section 7D—Base Honor Guard Team Elements.

7.32. Pallbearers will be proficient in dignified casket carrying maneuvers. (T-1). If the deceased was a member of a local military organization such as the Air National Guard or Air Force Reserve, the family may opt to select honorary pallbearers from that organization.

7.33. Honorary Pallbearers. Honorary pallbearers (may be either military or civilian) at the request of the family. An honorary pallbearer is one who receives special mention and recognition, but is not required to assist in carrying the casket.

7.34. Firing Party. The firing party will consist of Airmen, armed with the M-14 rifle. **(T-1).** 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, or have failed to qualify in pre-marksmanship training. **(T-1).**

7.34.1. The firing party will qualify in pre-marksmanship training and train on safety, proper handling, operation and function, assembly and disassembly and care and cleaning of assigned weapons. **(T-1).**

7.34.2. The detail OIC or NCOIC may provide spent rounds to the family upon request (no more than 21 rounds). **(T-1).** **NOTE:** The NCOIC of the firing party must inspect all fired ammunition to ensure any shells provided to the family are in fact spent and not live rounds. Honor Guard members must never place spent rounds into the folded flag. **(T-1).**

7.35. Bugler. If a bugler is not available, one may be obtained from other authorized providers or hired locally and paid through operation and maintenance funds. When a professional bugler is not available, or resources do not permit contracting for bugler services, a ceremonial bugle or audio recording may be utilized. Honor Guard members utilizing the ceremonial bugle must first be trained IAW Ceremonial Bugle procedures listed in the base honor guard-training manual. **(T-3).** If a audio device is utilized, Honor Guard members must ensure it is out of sight of the funeral party. **(T-1).**

7.36. Color Guard. The color guard will carry the United States Flag and the Air Force Organizational Flag. **(T-1).** The color guard will consist of two fully trained flag bearers and two guards. **(T-1).**

7.37. Flag Folding Teams. Flag folding teams must be skilled at folding the flag. **(T-1).** Honor Guard members will only use the following verbiage when presenting the American flag during a funeral or memorial service: **(T-1).**

Figure 7.1. Verbiage Used When Presenting The American Flag During A Funeral/Memorial Service.

“On behalf of the President of the United States, (the United States Army; the United States Marine Corps; the United States Navy; the United States Air Force or the United States Coast Guard), and a grateful nation, please accept this flag as a symbol of our appreciation for your loved ones honorable and faithful service.”

Section 7E—Flyovers.

7.38. Flyovers at Funeral or Memorial Services. The primary next of kin initiates funeral and memorial service, flyover requests through the servicing base Mortuary Affairs office to AFMAO. Staff the requests through HQ USAF/A3OB for flyover eligibility approval (**T-1**). **NOTE:** AFMAO is not the approval authority for flyovers and serves only as a liaison. Flyovers are not a required part of Military Funeral Honors or memorial services, and may be allowed at the approval of AF/A3O for both activities in certain situations. Approval is based on appropriate use of limited resources. For more information on flyovers for funerals and memorials, see AFI 11-209, *Participation in Aerial Events*, Chapter 5.

7.38.1. Funeral flyover request documents:

7.38.1.1. DD Form 214, Certificate of Release or Discharge from Active Duty, or similar discharge documentation recording the individual’s honorable discharge, rank and decorations.

7.38.1.2. A letter from the next of kin or the person acting on their behalf requesting the flyover.

7.38.1.3. An Exception to Policy package, required when the member does not meet established eligibility criteria, must include a biography with the justification.

7.38.2. Air Force flying squadrons may volunteer to provide flyover support for funerals and memorials of eligible Air Force members and veterans, and for funerals and memorials for otherwise ineligible members granted an exception to policy.

7.38.2.1. For the event, the flyover will consist of no more than one heavy (those where the base airframe model type begins with “B”, “C”, “E”, “KC”, or “U”) or four fighter or rotary aircraft (“A”, “F”, “T”, and helicopters) and make one pass. (**T-0**) Do not consider multiple heavies and aerial reviews. **NOTE:** The servicing base Mortuary Affairs, base Honor Guard, and AFMAO are the single points of contact for the Primary Next of Kin.

7.39. Eligibility. The following list outlines those eligible for an Air Force funeral or memorial flyover:

7.39.1. Active duty or currently serving Air Reserve Component rated officers (pilots, navigators, air battle managers, observers, and flight surgeons) and Career Enlisted Aviators (1AXXX enlisted crewmembers, i.e., flight engineers, loadmasters, boom operators, etc.). This category includes those taking courses of instruction leading to an aeronautical rating. Treat Air Reserve Component members the same as active duty (eligible when death occurs whether on or off duty). This includes Air Reserve Component members not on unit training assembly (UTA) or military orders.

7.39.2. Active duty or currently serving Air Reserve Component non-rated officers, non-Career Enlisted Aviators, and Operations Support Flyers (as defined in AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, i.e., nurses, medical technicians, intelligence specialists, etc.) but only when death occurs in the line of duty while performing aviation duties.

7.39.3. Dignitaries of the Armed Forces and federal government. HQ USAF/A3 has the authority to designate Dignitaries of the Armed Forces and federal government who would not otherwise qualify for a flyover.

7.39.4. Active duty or retired USAF 3-star and 4-star general officers, regardless of aeronautical rating.

7.39.5. Active Duty or retired Chief Master Sergeants of the Air Force (CMSAF).

7.39.6. USAF members (active duty, retired or honorably separated) who have been awarded the Medal of Honor, Air Force Cross, Army Distinguished Service Cross, or Navy Cross.

7.39.7. USAF aviators (active duty, retired or honorably separated) who have achieved at least one or more officially recognized aerial victories. The Air Force Historical Research Agency is the official source for aerial victories.

7.39.8. USAF members (active duty, retired or honorably separated) who were Prisoners of War.

7.40. Approval for Flyovers Participation. After AF/A3OB confirms eligibility, MAJCOM/A3 approves unit participation for flyovers.

7.40.1. Mortuary Officer:

7.40.1.1. The Mortuary Officer responsible for scheduling honors will submit the request for an on-base flyover to their MAJCOM/A1. **(T-2)** MAJCOM/A1 will contact MAJCOM/A3 and request telephonic approval for the flyover. **(T-2)** If MAJCOM/A3 approves, requesting MAJCOM/A1 will immediately contact the Mortuary Officer approval status. **(T-1)**

7.40.1.2. MAJCOM/A3 will locate and identify the resource for the flyover. **(T-2)** If the resource is under the direction of another MAJCOM, the two MAJCOM/A3 offices will coordinate the resource(s). **(T-2)**

7.40.1.3. Upon identification of assets, the MAJCOM/A1 will pass the information to the Mortuary Officer. **(T-1)** The Mortuary Officer will coordinate the date, time and place of the service with the flying organization providing the resources(s). **(T-1)**

7.40.1.4. MAJCOM/A1 will immediately follow-up with a notification e-mail to HQ USAF/A3OO, AFMAO, the MAJCOM and unit that are providing military honors. **(T-1)**

7.40.2. The Mortuary Officer responsible for scheduling honors will submit the request for an off-base flyover through AFMAO to AF/A3OO. **(T-1)**

7.40.3. Limitation: If military funeral honors are, or would be denied, then flyovers will be denied. **(T-0)**

7.41. Installation Memorial Flyovers. Procedures and approval levels for memorial flyovers are the same as for funeral flyovers and are handled through HQ USAF/A3O-O. Memorial flyovers commemorate or recognize an individual, group, or historically significant event. MAJCOMs may approve on-base flyovers in this category (may be delegated to Wing/CC). For deceased members authorized a flyover and when the funeral service is held off-base, MAJCOMs may authorize an additional memorial flyover at the base to which the individual was assigned (inform HQ USAF/A3O-O).

7.42. Flyovers in the National Capital Region (NCR). Flyovers in the Washington DC area are limited but may be approved with certain restrictions. HQ USAF/A3O-O Aerial Events coordinator will take necessary action to obtain an aerial control team for the ceremony, coordinating with HQ ACC/A3TA (DSN 574-7854). AFMAO/MA will make the appropriate arrangements for flyovers performed in conjunction with interments in Arlington National Cemetery for eligible Airmen. **(T-1)**

7.43. Exceptions to Policy. All requests for exceptions to policy for a flyover, for individuals not eligible IAW AFI 11-209, *Participation in Aerial Events*, and [paragraph 7.39](#) of this instruction, will be directed to AF/A3OO Aerial Events and processed for AF/CVA approval.

Section 7F—Resource Management.

7.44. Sources of Funeral Honors Manpower. Performance of military funeral honors is a total force mission. However, every effort should be made to obtain volunteers for the honor guard program from active duty host and tenant organizations. If there are insufficient volunteers to support the installation honor guard program, the Installation Commander will implement an organizational quota system. **(T-3)**.

7.44.1. Full-time honor guard manpower authorizations. Authorized full-time honor guard manpower authorizations may be funded through the MAJCOM budget process, based on full-time honor guard workload. Funded positions are coded under special duty identifier 8G100. Specific time requirements for the Special Duty Identifier are annotated in AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*. After members have fulfilled the Special Duty Identifier requirements the member will return to their unit. Please consult with your base Military Personnel Section (MPS) or see AFI 36-2101), for further instruction.

7.45. Funding. Support authorized funeral honors expenditures are supported with installation operation and maintenance funds. The active duty unit will budget for and provide funds for their own honors program. The active duty unit will cover cost of Air Reserve Component, Air National Guard and the Authorized Provider Partnership Program who support them. **(T-2)** Reimbursable expenses include: **(T-1)**.

7.45.1. Travel and per diem. Team members will be placed on appropriate travel orders when funeral honors involve TDY. **(T-1)**.

7.45.2. Supplies, equipment, weapons and ammunition. **(T-1)**

7.45.3. Procurement and cleaning of uniforms. **NOTE:** Air Reserve Component units fund their uniforms and if not located near an active duty installation, the Air Reserve Component unit will fund uniform cleaning. **(T-1)**.

7.45.4. Miscellaneous expenses such as hiring a bugler. **(T-1)**

7.46. Base Honor Guard Uniforms. The USAF Honor Guard establishes base level honor guard uniform standards. Honor Guard members must wear and maintain uniforms IAW AFI 36-2903 and the USAF Honor Guard Training Manual. Deviations are not authorized without approval from the USAF Honor Guard.

7.46.1. Ceremonial Honor Guard Uniform. Wear of the ceremonial uniform for Military Funeral Honors is mandatory.

7.46.1.1. Uniform items are procured locally or through supply using national stock numbers (NSN) or part or model (PN/MN) numbers to meet standards established by the USAF Honor Guard.

7.46.1.2. Use the base's linen exchange contract to clean honor guard uniform items. **NOTE:** If there is no linen exchange contract, then service is provided with appropriated funds.

7.46.1.3. Direct questions related to honor guard uniforms to the USAF Honor Guard.

7.47. Honor Guard Weapons and Ammunition Acquisition. Military Funeral Honors firing parties will use the M-14 rifle. **(T-1) NOTE:** Do not use the M-1 for firing. Use inert M-1s for color teams and drill teams. The M-14 and M-1 are available for issue. Submit funded requisitions through base supply.

7.47.1. Blank 7.62mm ammunition is used for Military Funeral Honors. The honor guard will submit projections for blank ammunition needed to AFMAO, annually. **(T-2)** AFMAO will include these requirements in the installation's five-year forecast. **(T-1)** Active duty honor guards will forecast and fund ammunition for Air Reserve Component augmentation. **(T-2)**

7.48. 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 or maintained within the honor guard office, all resource protection requirements are met IAW Security Forces standards.

7.48.1. The Honor Guard Program Manager must ensure there is an approved clearing barrel present. **(T-1)**

7.48.2. 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. **(T-1)**

7.48.3. M-14 rifles, operational and inert, are stored, handled, issued, and maintained with equal sensitivity. **NOTE:** For Air Reserve Component augmentees, weapons, and ammunition may be stored at the Air Reserve Component unit in an authorized armory. To do this, prior approval must be obtained from the active duty unit being supported and the Air Reserve Component wing or group commander's concurrence. **(T-3)**

7.49. Weapons Maintenance.

7.49.1. Inspection. Combat arms personnel must inspect M-14s for serviceability once a year. **(T-1).** Each owning unit or base must purchase gauge sets (one set includes six gauges) to calibrate weapons. **(T-1).**

7.50. Honor Guard Vehicles. Honor Guard vehicle requirements are found in Allowance Standard (AS) 019, Mission Application, “ZF”. Obtain vehicle support from installation transportation pool if vehicle allowance and authorization is not established. When special vehicles, such as buses or tractor-trailers are needed, the installation transportation organization will provide qualified drivers. **(T-2)**. If demand for funeral honors is at a level that exceeds vehicles assigned, and temporary dispatch vehicle does not suffice, the Force Support Commander or Director may require an increase in their authorization.

7.50.1. Establishing Vehicle Authorizations. Bases will use allowance source code AS 019ZF to add or increase vehicle authorization for their honor guard requirements. **(T-1)**. 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*. **(T-1)**. When establishing these requirements, the Force Support Squadron Commander or Director is encouraged to seek the specific support of the wing commander.

7.50.2. 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 7G—Honor Guard Training.

7.51. Training Resources. Training resources are available through USAF Honor Guard.

7.52. In-Residence Training. The USAF Honor Guard provides an in-residence training course, Basic Protocol, Honors and Ceremonies, at Joint Base Anacostia-Bolling (JBAB) for all Regular Air Force, Air National Guard and Air Force Reserve honor guard programs. AFMAO will provide Installation Honor Guard Program Management training, through the in-residence course. **(T-2)**. Request unit funded training through AFMAO. **(T-2)**.

7.53. Mobile Training Courses. The mobile training course, Protocol, Honors and Ceremonies, is an eight-day course (80 hours) consisting of training on primary funeral elements and colors. The Mobile Training Course provides the necessary training to perform the Honor Guard mission, but does not provide the in depth instruction of the in-residence course.

7.54. Honor Guard Reporting.

7.54.1. AFMAO approved Honor Guard database: Base Honor Guards must enter all funeral detail requests and associated information within 30 days of the detail execution date. **(T-1)**.

7.54.1.1. Users will have to contact AFMAO Branch at (800) 531-5803 to obtain system access. **(T-3)**.

7.54.2. AF Form 1946, *Honor Guard Checklist*. Base honor guards will complete an AF Form 1946 for every detail the honor guard participates in to track workload for future budgeting purposes. **(T-1)**. For funeral details, base Honor Guards will file either the completed AF Form 1946 of funeral honors requested and provided in the mortuary case file. The AF Form 1946 must be signed by the Mortuary Officer for Active Duty military funeral honors and the Honor Guard Program Managers signs for veteran funeral honors details. **(T-1)**. AF Form 1946 should be retained for the current year plus one.

Chapter 8

MORTUARY AFFAIRS RESOURCE MANAGEMENT

Section 8A—Responsibilities.

8.1. Purpose. This chapter provides policy for the procurement of mortuary supplies and services and associated roles and responsibilities.

8.2. AFMAO will:

8.2.1. Submit budget requirements to AFMAO for expenses associated with the operation of AFMAO and expenses associated with reimbursements or entitlements for death cases under their purview. **(T-1)**.

8.2.1.1. AFMAO will submit shortfall requirements to AFMAO for AFMAO program funding, when changes in law require additional resources to meet new entitlements. **(T-1)**.

8.2.2. Upon initial notification of death send a confirmation of entitlement's letter describing benefits specific to each mortuary case. **(T-1)** The letter becomes a part of the official case file.

8.2.3. Receive cost data for eligible mortuary cases and for supplies purchased with mortuary funds. **(T-1)**.

8.2.4. Maintain a Government Purchase Card for their exclusive use. **(T-1)** Installation use of the Government Purchase Card is at the discretion of AFMAO for mortuary supply items, for services involving repatriated remains and deaths of eligible persons assigned to the United States Air Force Academy. **(T-1)**.

8.3. MAJCOM/A1 will:

8.3.1. 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.

8.3.2. Oversee mortuary funds from SAF/FM distributed to their MAJCOM and determine MAJCOM distribution policy.

8.3.3. Submit shortfall requirements to SAF/FM when changes in law require additional resources to meet new entitlements.

8.4. The Installation Mortuary Officer will:

8.4.1. Ensure a Government Purchase Card account is established and maintained to cover expenses IAW AFI 64-117, *Air Force Government-wide Purchase Card Program*, for active duty deaths within their area of responsibility. **(T-1)**.

Section 8B—Authorized Use of Funds for Mortuary Supplies and Services.

8.5. Mortuary Funds – Authorized Utilization and Expenses.

8.5.1. Travel and per diem. The Air Force will reimburse the following individuals authorized to receive travel and per diem: **(T-0)**.

8.5.1.1. Escorts for the remains of deceased military personnel and authorized Air Force civilian employees.

8.5.1.2. Persons authorized Dignified Transfer Travel, Funeral Travel, and Installation Memorial Service Travel. Refer to [paragraph 2.37](#) and [Table 2.4](#) for eligibility.

8.5.1.3. 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.

8.5.1.4. AFMAO personnel to provide assistance in technical, operational, and administrative matters for the Air Force Mortuary Affairs Program.

8.5.1.5. Installation Mortuary Officer or Mortuary Technician travel to location of Person Authorized to Direct Disposition to conduct mortuary entitlements briefs or provide services directly related to the fulfilment of mortuary entitlements. Travel under this authorization is limited to that which is deemed necessary for mission accomplishment and must be within the same geographic region, such as travel within the country or region where the Mortuary Officer or Mortuary Technician is assigned. **(T-1)**

8.5.1.6. Summary Court Officer travel to location of personal property to perform Summary Court actions for deceased active duty members. Travel under this authorization is limited to a maximum 400 miles driving distance one way when travel is deemed necessary for mission accomplishment. Any personal property identified beyond this distance will require the coordination for a Summary Court Officer from an installation closest to the location.

8.5.1.7. Family Assistance Representative travel to location of Person Authorized to Direct Disposition or Primary Next of Kin to conduct Family Assistance Representative duties. Travel under this authorization is not limited in time or distance.

8.5.2. Search and Recovery and Identification Operations. Use installation mortuary funds for expenses for recovering, segregating, and identifying remains, and replenishing supplies used during an actual Search and Recovery operations.

8.5.3. Communications. Commercial communications costs (e.g., sending overnight express mail to persons receiving mortuary entitlements, translators to communicate with persons receiving mortuary entitlements, translations of documents, and cellular phone service fees for the installation primary and alternate Mortuary Officers and Mortuary Technician and Family Assistance Representative, etc.). **NOTE:** Use Operation and Maintenance funds for the initial purchase of cellular phones.

8.5.4. Preparation and Casketing Supplies and Services. Mortuary service expenses for care of remains including removal, preparation (embalming), dressing or wrapping (as applicable), and casketing of remains in a specification solid hardwood or 18 gauge metal protective casket and outer shipping container (air tray).

8.5.5. Cremation. Cremation or crematory fee, Medical Examiner, Coroner or Department of Vital Statistics permit for cremation; a specification solid bronze or walnut urn and engraving of urn or nameplate, as delineated in [paragraph 2.16](#).

8.5.6. Funeral, Memorial Service and Interment or Inurnment Expenses. Reimbursement for expenses the Person Authorized to Direct Disposition might incur at the receiving funeral home and cemetery not to exceed the authorized allowances.

8.5.7. Burial Clothing. Service Dress uniform, to include military ribbons, badges, and insignia; flight suit (if authorized) or civilian attire and when necessary, cleaning.

8.5.8. Interment Flags, Hardwood Flag Cases, and Memorial Register Books.

8.5.9. Transportation of Remains. Commercial air or overland transportation of remains.

8.5.10. Return of Transfer Cases. From Aerial Ports to OCONUS Air Force installations.

8.5.11. 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. Most consulates do not accept Government Purchase Card. A Government Purchase Card convenience check can be used to pay these fees.

8.6. Operation and Maintenance Funds-Authorized Expenses. Do not use mortuary funds to pay for items in [paragraphs 8.6.1.](#) through [8.6.5 \(T-0\)](#). Use Installation Operation and Maintenance funds for these expenses.

8.6.1. DoD Mortuaries. Operation of Air Force mortuary facilities to include civilian personnel costs, supplies and equipment.

8.6.2. Search and Recovery Supplies – Initial Purchase. Operation and Maintenance funds will be used to procure supplies to establish Search and Recovery kits or to replenish supplies expended for Search and Recovery training. **(T-2)**

8.6.3. Installation Honor Guard Programs. All costs incurred by installations and MAJCOMs for their honor guard programs.

8.6.4. Search and Salvage. All costs incurred by installations and MAJCOMs for the search and salvage of any Air Force mishap material, equipment, and wreckage.

8.6.5. 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.

8.7. Expenses for Army, Navy, Marine Corps, Coast Guard, and Foreign Personnel.

8.7.1. Deaths not transiting the Port Mortuary, Dover AFB. Each branch of service will pay for expenses incurred for their personnel and the applicable foreign government pays for expenses incurred for their personnel. **(T-0)**.

8.7.1.1. The Air Force installation Mortuary Officer will offer the assistance of their contract mortuary for the care and return of a members of another service on a reimbursable basis. **(T-0)**. However, the respective service still retains responsibility for all coordination, preparation, and inspection of remains with the contract funeral home and the payment of all associated expenses.

8.7.2. Remains transiting Port Mortuary, Dover AFB. AFMAO will provide the staff, facility, and equipment for the care of the deceased from other services. **(T-0)**. The supplies and commercial transportation utilized for the care of the deceased by AFMAO must be reimbursed by the respective service on a monthly basis to the AFMAO resource advisor.

8.8. Reimbursable Cases Overseas. US citizens, their dependents and other individuals who die overseas and are not entitled to preparation of remains at government expense, but may be prepared by a DoD mortuary on a reimbursable basis, if requested by the Department of State. Refer to **Chapter 4** for additional information on reimbursable mortuary services.

8.9. Funding Shortfalls. Request support from the MAJCOM/A1 if expenses exceed the available installation mortuary funds. Catastrophic losses will be worked on a case by case basis with AFMAO, HQ USAF/A1S and SAF/FMBO. **(T-1)**.

Section 8C—Purchase of Mortuary Supplies.

8.10. 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* and AFI 64-117, *Government Purchase Card Program*. Authorized mortuary equipment is specified in Allowance Standard (AS) 405, *Funeral Service Organizational Support Equipment*.

8.11. 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. **(T-1)**.

8.12. 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 contained in the Performance Work Statement for DoD Contracted Mortuary Services available on the AFMAO SharePoint.

8.13. Purchase of Burial Clothing and Accoutrements. The Mortuary Officer will first try to obtain burial clothing and accoutrements from decedent's personal effects and provide them to the funeral director or mortuary preparing the remains. **(T-1)**. If the decedent's uniform is not serviceable or the Person Authorized to Direct Disposition specifically requests civilian clothing, the Mortuary Officer will follow the guidelines delineated in **paragraph 8.14**. **(T-1)**. The Mortuary Officer will place the itemized list of clothing items purchased and copies of receipts in the decedent's mortuary case file. **(T-1)**.

8.13.1. OCONUS, except PACAF. If outside CONUS and military clothing items and accoutrements are not available or serviceable, the preparing mortuary will advise AFMAO of the needed items, and they will provide contacts and information so a unit can purchase military uniforms, insignia, metallic name tag ribbons and badges. **(T-1)**.

8.13.2. PACAF installations will purchase burial clothing or the DoD mortuary will procure the items. **(T-1)**.

8.14. Authorized Burial Clothing Items. Authorized uniform items include trousers, skirt, coat, shirt, blouse, appropriate necktie, belt, undergarments and nylons. Headwear and white linen gloves are authorized if required to assist in disguising injuries that resulted in the death. Footwear is not required or authorized. Items are purchased from the clothing sales store, military exchange, or from commercial sources, when clothing sales or exchange store stock is not available. Clothing purchases should be made using a base-level Government Purchase Card. Current rank insignia, metallic name tag, devices, functional badge(s), and decorations the decedent was awarded are also authorized.

8.14.1. If the decedent's clothing needs to be washed or dry-cleaned, cleaning is provided at government expense.

8.14.2. Personal civilian clothing may be used when requested by the Person Authorized to Direct Disposition. If the Person Authorized to Direct Disposition does not supply the clothing, purchases from the military exchange or commercial retail stores is authorized using the Government Purchase Card not to exceed the cost of the service dress uniform with accoutrements. The Mortuary Officer must ensure the clothing purchased is appropriate to the gender of the deceased and is navy blue or black in color to include trousers, skirt, coat, shirt, blouse, appropriate necktie, belt, undergarments and nylons. **(T-1)**.

8.14.3. For deceased chaplains, coordinate with the chaplain's office to obtain vestments for burial, if requested by the Person Authorized to Direct Disposition.

8.14.4. If authorized by the parent Service, clothing for deceased Army, Marines, and Navy personnel will be obtained from the nearest installation through local purchase by the Air Force on a reimbursable basis. **(T-1)**.

8.14.5. The Mortuary Officer must ensure the clothing for burial of civilian employees is appropriate to the gender of the deceased and is navy blue or black in color to include trousers, skirt, coat, shirt, blouse, appropriate necktie, belt, undergarments and nylons. **(T-1)**. The Mortuary Officer will ensure an itemized list of clothing items purchased and a copy of the receipt is included in the decedent's case file. **(T-1)**.

8.14.6. A suitable service uniform (without decorations and insignia), undergarments and nylons are authorized for Air Force members in military prisons.

8.14.7. 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 POWs and interned enemy aliens.

8.14.8. Primary Next of Kin of deceased retirees may purchase (at own expense) burial clothing items from the Military Clothing Sales Store.

Section 8D—Mortuary Services Contracts.

8.15. Contracting for Mortuary Services. Award mortuary contracts to fully qualified, professional funeral directors to perform mortuary services as prescribed in the Performance Work Statement for DoD Contracted Mortuary Services. Mortuary Officers or Mortuary Technicians will not direct movement of remains unless the Person Authorized to Direct Disposition authorizes the Air Force to assume custody of remains for preparation and movement to the destination designated by the Person Authorized to Direct Disposition. Establish a non-personal service contract or Blanket Purchase Agreement (BPA) with the funeral home in accordance with the Performance Work Statement for DoD Contracted Mortuary Services. **(T-0)**.

8.15.1. 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). **(T-1)**. Contract mortuary services are provided via an annual non-personal service contract, Blanket Purchase Agreement, a purchase order for individual cases or piggy back on a contract awarded to another service (Army or Navy) when authorized by the installation contracting officer.

8.15.2. Every two years the mortuary office should purchase commercially published funeral home directory as a resource to assist the Person Authorized to Direct Disposition for final arrangements of a fallen airman.8.16.3.

8.15.3. When selecting a contract funeral home, the Mortuary Office will ensure potential contract funeral home(s) have the ability to accept Government Purchase Card for payment. **(T-2)**.

8.16. Annual Mortuary Services Contracts or Blanket Purchase Agreement (BPA). 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 or Blanket Purchase Agreement award prior to the beginning of the fiscal year. **(T-1)**. The Base Contracting Officer will use the Performance Work Statement for DoD Contracted Mortuary Services as the basis for requirements for services and merchandise. **(T-1)**.

8.16.1. Mortuary Offices considering the award of a contract will 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. **(T-1)**. One contract for mortuary services can 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 or Blanket Purchase Agreement for use by all nearby installations (within an agreed area of performance). **(T-1)**. The servicing Contracting Officer will advise as to whether or not that the contract or Blanket Purchase Agreement can include a clause (contract line item numbers or Letter of authorization) permitting sister services' utilization. **(T-1)**.

8.16.2. The Base Contracting Officer will ensure the contract or Blanket Purchase Agreement specifies the installation, unit, or sister-service in which the funeral home needs to provide mortuary services. **(T-1)**.

8.16.3. Activities having no contracting authority will arrange for mortuary services, as required, through the nearest activity holding such authority. **(T-1)**. (Activity with contract or Blanket Purchase Agreement must assume responsibility for the use of the contract funeral home. **(T-1)**. Legally, another activity cannot use a contracting vehicle unless specifically identified in that vehicle).

8.16.4. 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 Pre Award Survey to evaluate the capability and responsibility of any contractor being considered for award. **(T-1)**.

8.17. One Time Purchase Order. If an annual contract is not in effect at the place of death, submit a purchase order to the contracting officer requesting a contract award 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. **(T-1)**. However, the contracting officer will exercise caution to ensure that the necessary services and supplies are obtained at a fair and reasonable cost and performed IAW the Performance Work Statement for DoD Contracted Mortuary Services. **(T-1)**.

8.17.1. Where there are no contracts and the preparing funeral home does not accept the Government Purchase Card, or the cost is in excess of the Government Purchase Card micro purchase threshold; the Mortuary Officer must submit a Form 9, Request for Purchase, to the local contracting office requesting a non-personal service contract award. Submit the invoice through Wide Area Workflow (WAWF) and payment through Defense Finance and Accounting System (DFAS). **(T-1)**.

8.17.2. The Government Purchase Card or electronic funds transfer is used to pay primary preparation costs, using local purchase procedures.

8.18. 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 Person Authorized to Direct Disposition subsequently request the Air Force to assume custody of the remains and 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. **(T-1)** The claim, if reasonable, is paid by that activity. When it cannot determine the amount due the claimant, the Mortuary Officer will forward the claim to AFMAO for review and payment recommendation. **(T-1)**.

Section 8E—Payment of Mortuary Supplies and Services.

8.19. Use of the Government Purchase Card (GPC). Use the Government Purchase Card to pay for mortuary supplies, equipment, and non-personal services under the micro purchase threshold, whenever possible. **(T-1)** When there is a mortuary services contract or Blanket Purchase Agreement in effect, with a pre-negotiated price over the micro-purchase threshold, the Government Purchase Card is authorized for use (AFI 64-117, *Government Purchase Card Program*) when specified as method of payment within the contract. **(T-1)**.

8.19.1. The Government Purchase Card is authorized for government to vendor purchases only. The Mortuary Officer will ensure properly itemized invoices are promptly submitted by the contractor in order for validation and prompt payment processing. **(T-1)**.

8.19.2. The Government Purchase Card is not authorized to be used to directly reimburse the Person Authorized to Direct Disposition for expenses incurred through a receiving funeral home, cemetery, florist or newspaper.

8.19.3. Upon signature of the DD Form 1375 directing payment to the vendor, the Government Purchase Card is authorized to pay the secondary funeral expenses incurred by the Person Authorized to Direct Disposition, i.e. funeral home, cemetery florist or newspaper, etc., providing the expenses are below the micro purchase threshold. IAW (AFI 64-117, *Air Force Government-wide Purchase Card Program*). **(T-1)**.

8.20. Payment of Mortuary Expenses.

8.20.1. Primary Expenses - *Payment made to a funeral home under contract or Blanket Purchase Agreement with the Air Force*. After receiving an initial death message, AFMAO will verify the death, assign an authorization number and send an authorization letter describing the entitlements specific to each case and a Cost Data Worksheet to the Mortuary Officer. **(T-1)**. The Mortuary Officer will ensure correct fund citation, and Emergency and Special Program coding for reimbursement by your MAJCOM for authorized expenses. **(T-1)**.

8.20.2. Secondary and Transportation Expenses - *Payment made to a receiving funeral home which is not under contract or Blanket Purchase Agreement with the Air Force*. The Mortuary Officer will ensure authorized secondary and remains transportation expenses are processed for payment upon receipt of the DD Form 1375, *Request for Payment of Funeral and/or Interment Expenses*, with an itemized invoice or *Statement of Funeral Goods and Services Selected/Funeral Purchase Agreement*, signed by the Person Authorized to Direct Disposition. **(T-1)**.

8.20.2.1. When reimbursing the person authorized to direct disposition for previously paid funeral expenses, the Mortuary Officer will ensure a SF 1034, Public Voucher for Purchases and Services Other than Personal, is completed, the signed DD 1375 and receiving funeral home invoice are all submitted to the Force Support Squadron Resource Advisor. **(T-1)**. The Force Support Squadron Resource Advisor will process the SF 1034 against an accounting Miscellaneous Obligation Reimbursement Document (as applies IAW local guidelines) established to cover the mortuary expenses. **(T-1)**. Once accomplished, the Force Support Squadron Resource Advisor will route the payment package to the local accounting and finance office for processing and payment distribution through the servicing Defense Finance and Accounting Service office. **(T-1)**. The Force Support Squadron Resource Advisor will accomplish all actions IAW the timelines established in paragraph 1.10.12. **(T-1)**.8.20.3. Once all purchases are complete and all reimbursement vouchers are paid, mortuary affairs personnel will fax, or scan and email vouchers, Government Purchase Card expenses, and the completed cost data worksheets to AFMAO for inclusion in the case file. **(T-1)**.

8.21. 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, *Disposition of Remains-Reimbursable Basis*, and obtain supplies and transportation. (T-1). The Mortuary Officer will coordinate with the mortuary facility where the remains are prepared to determine the proper amount of reimbursement to collect. (T-1). The Mortuary Officer will ensure item 14 of DD Form 2065 is completed with the appropriate Air Force funding classification. (T-1). **NOTE:** DoD mortuary facility mortuary and embalming supplies cost list is located on AFMAO SharePoint.

8.21.1. Cash, cashiers' checks, bank drafts, certified checks and personal checks are acceptable types of payment for mortuary services and supplies. The Mortuary Officer will ensure personal checks are annotated with the printed name, grade and organization or home address of the writer. (T-1).

8.21.2. In some instances, there is no sponsor or Primary Next of Kin in the area to complete DD Form 2065. For example, a sponsor or Primary Next of Kin and his or her dependent are killed in a common accident or disaster, or the sponsor or Primary Next of Kin 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 AFMAO of a case that cannot be resolved locally. The Mortuary Officer will not hold remains outside CONUS pending resolution of reimbursement problems. (T-1).

8.22. Depositing Proceeds from Reimbursement. The Mortuary Officer will immediately turn over to the FSS/RA reimbursements collected for cost of mortuary services and supplies for deposit with the servicing Accounting and Finance Office. (T-1).

8.22.1. The DD Form 1131, *Cash Collection Voucher*, is used to credit the appropriation and project under which these costs were financed (i.e., D059 for port costs, D046 for transportation). The Mortuary Officer will ensure a copy of this form is sent with the remains to Port Mortuary, Dover AFB. (T-1).

8.22.2. When the sponsor or Primary Next of Kin elects the Port Mortuary, Dover AFB to furnish services and supplies, the Mortuary Officer will ensure the Port Mortuary charges are deposited to the credit of the Port Mortuary, Dover AFB account through HQ USAF/A1S in the same manner. (T-1).

8.23. 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. (T-1). Generally, the retained copy of DD Form 2065, constitutes the basis for an accounts receivable file. AF Form 969, *Request for Payment of Transportation Expenses for Deceased Dependent or Retiree*, 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 the Mortuary Officer will ensure a transit letter accompanies the AF Form 969 (T-1). 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 Accounting and Finance Office according to DFAS-DER 177.2R. Should any questions arise, the local Accounting and Finance Budget Office can be contacted.

Chapter 9

DOD MORTUARY FACILITIES OPERATED BY THE AIR FORCE

9.1. Air Force Mortuaries.

9.1.1. Air Force mortuaries will not be established, or closed, unless coordinated with HQ USAF/AIS to ensure adequate service and to avoid duplication of armed forces facilities.

9.1.1.1. Morticians will be employed according to appropriate Department of the Air Force civilian personnel publications, and are graduates of an accredited institution of funeral service education (Mortuary Arts and Sciences). **(T-0)** Only qualified embalmers and funeral directors licensed to practice within the United States or its territories and possess no less than 1 years of licensed experience are considered for employment. Each employee must obtain the required continuing education hours to maintain state licensure in order to maintain employment. Failure to maintain licensure is grounds for termination of employment.

9.1.1.2. AFMAO will provide an orientation to all morticians hired to work anywhere within the Air Force Mortuary Affairs Program. **(T-1)**. AFMAO will ensure these employees understand specific techniques and procedures used in providing dignity, honor and respect to the remains including: DoD requirements for remains preparation and specifications for caskets, urns, and outer shipping containers; and the extension of mortuary entitlements. **(T-1)**. This training is also available for re-employment at any Air Force mortuary facility.

9.1.1.3. The general appearance of the mortuary, its furnishings, grounds and surrounding areas must be kept clean, sanitary and well maintained consistent with other service-type facilities on the installation. The preparation room is equipped with sufficient mortuary tables, dressing tables, instruments, supplies and equipment for preparation and dressing and there are suitable space for holding remains prior to shipment.

9.1.1.4. Preparation Room Embalmer Assistants: The use of personnel as preparation room embalmer assistants will be at the discretion of the licensed embalmer. Preparation room embalmer assistants are authorized to assist in the performance of activities associated with the preparation of remains, to include viscera cleansing and dissection, as well as suturing of wounds and autopsy incisions under the direct supervision of the licensed embalmer. **(T-1) NOTE:** Preparation room embalmer assistants are not authorized to apply any chemical preservatives to remains or suture wounds/incisions above the neck.

9.1.1.5. As part of internal quality assurance procedures, Air Force Mortuaries are authorized to take photographs of the dressed and or wrapped, casketed remains of service members prepared at their facilities. These photographs are for Internal Use Only and may not be released in accordance with AFI 33-332, *Records Management Program*. **(T-1)**

9.2. AFMAO will follow DoD guidance and internal Operating Instructions in the operation of the Port Mortuary Branch of AFMAO. (T-0)

9.3. Air Force Facilities OCONUS - USAF Regional Mortuary Yokota, Japan. The Regional Mortuary Director will:

9.3.1. Ensure the acquisition of adequate military specification caskets, urns, outer shipping containers (Air Trays), embalming chemicals and supplies using Operation and Maintenance Funding through the host wing to meet mission requirements in compliance with DoD regulations. **(T-1)**. The Regional Director, when requested, should provide funding history to assist the host wing in budget planning.

9.3.1.1. Ensure the USAF Regional Mortuary transports remains in a funeral coach, or appropriate vehicle dedicated solely to the transportation of remains, and maintained to the highest standards of appearance and repair. **(T-0)**

9.3.2. Submit current casket, urn, and shipping container prices to AFMAO and all Service's Casualty and Mortuary Headquarters annually. **(T-1)**.

9.3.3. Maintain and repair transfer cases IAW TO 00-80F-2, *Inspection and Maintenance Instructions, Case, Transfer, Human Remains*. **(T-1)**.

9.3.4. Remove and inspect remains arriving in a transfer case. **(T-1)**.

9.3.4.1. Provide the Armed Forces Medical Examiner System with necessary assistance to coordinate identification, thru radiographs, dental and finger print identification of entitled personnel. **(T-0)**

9.3.5. Prepare unembalmed remains or reprocess remains already embalmed IAW the Performance Work Statement for DoD Contracted Mortuary Services. **(T-1)**.

9.3.6. Ensure disinfection and preservative treatment is accomplished prior to providing restorative work, cosmetizing, dressing or wrapping and casketing of the remains. **(T-1)**. Make every effort to restore the remains to a viewable status. Refer to the Performance Work Statement for DoD Contracted Mortuary Services for recommended levels of viewability.

9.3.7. Inspect all remains after embalming, except remains that continue to be contagious or infectious. **(T-1)**. Additional preservatives are applied, as necessary. Remains cannot be dressed or placed in the transfer case or casket, until this inspection is completed. Remains are kept covered at all times except during examination or preparation. **NOTE:** Contagious or infectious remains are handled IAW the Performance Work Statement for DoD Contracted Mortuary Services and local laws.

9.3.8. Dress remains in military uniform or in civilian clothing as directed by the disposition instructions of the Person Authorized to Direct Disposition, Primary Next of Kin, or sponsor unless the remains require a full body wrap. **(T-1)**.

9.3.9. Place remains in a specification casket, as directed by the disposition instructions of the Person Authorized to Direct Disposition, Primary Next of Kin or sponsor. **(T-1)**.

9.3.10. Ensure remains that are received are fully inspected. Document and correct any matters not up to standards. **(T-1)**.

9.3.11. When Person Authorized to Direct Disposition, Primary Next of Kin or sponsor requests cremation, it is accomplished at the receiving funeral home. **(T-1)**. The remains are prepared and casketed in a specification hardwood casket and shipped via commercial air to the receiving funeral home designated by the Person Authorized to Direct Disposition, Primary Next of Kin or sponsor for cremation IAW the applicable statutory provisions (i.e. state laws for the receiving funeral home) at government expense.

9.3.11.1. Ensure a cremation permit is issued and provided to the escort in order to expedite the cremation at the receiving funeral home. **(T-0)**

9.3.11.2. Ensure a specification bronze or hardwood urn is shipped with the casket for placement of the cremated remains upon completion of cremation. **(T-1)**

9.3.12. Account for and ensure all personal effects are recorded on DD Form 1076 and returned via escort to the Person Eligible to Receive Effects. **(T-1)**.

9.3.13. Ensure escort orders are generated using the appropriate line of accounting. If the deceased is active duty Air Force, use mortuary funds. Once orders are generated, coordinate transportation arrangements to the receiving funeral home. **(T-1)**.

9.3.14. The receiving funeral home and Service's Casualty and Mortuary Affairs Headquarters is advised of the remains movement schedule. **(T-1)**.

9.3.15. Overseas MAJCOM is advised of dates remains are to be shipped to final destination. **(T-1)**.

9.3.16. An oversized specification casket is used when it is necessary. **(T-1)**. If outer dimensions are larger than standard size, the receiving funeral home is notified.

9.4. DoD Mortuary Facilities OCONUS not Operated by the Air Force. NOTE: The following is a list of DoD mortuary facilities OCONUS. To the extent possible, the remains of all Air Force personnel, military or civilian, their dependents and Air Force Retirees are processed through whichever of these facilities is closest to the place of death OCONUS.

9.4.1. Army Facilities OCONUS: Landstuhl, Germany; Vicenza, Italy (Prep Point); and Seoul, Korea.

9.4.2. Navy Facilities OCONUS: Naval Regional Medical Center, Guam; Naval Regional Medical Center, Naples, Italy; Naval Hospital, Guantanamo Bay, Cuba; and Naval Hospital, Rota, Spain.

9.5. When DoD Mortuary Facilities are Not Available OCONUS. The nearest Air Force activity (the Air Attaché in the absence of an Air Force activity) will proceed promptly to the place of death with the proper civil authorities on all matters incident to recovery, identification and custody of remains. **(T-1)**. Mortuary Officers will use contract mortuary services to prepare remains of deceased Airmen whose deaths occurred in Alaska, Hawaii, and Puerto Rico. **(T-1)**.

9.6. Specification Casket. Mortuary Officers will ensure a standard size Armed Services specification 18-gauge, cut-top metal protective casket, a solid hardwood casket, or solid hardwood cremation casket is used as described in the Performance Work Statement for DoD Contracted Mortuary Services. **(T-0)**.

9.6.1. The specification solid hardwood casket or specification solid hardwood cremation casket is used when remains are to be cremated at a receiving funeral home designated by the Person Authorized to Direct Disposition, Primary Next of Kin or sponsor.

9.6.2. If a casket is necessary that does not meet the Armed Services specifications, contact AFMAO for coordination and guidance.

9.7. Procurement of Infant and Child Caskets. Air Force mortuaries will obtain infant and child caskets up to 66 inches in length from their servicing Army and Air Force Exchange Service (AAFES) facility. (T-1). They will coordinate with Army and Air Force Exchange Service on the casket sizes and quantities that will be stocked to meet mission needs. (T-1).

9.8. Transfer Cases. The reusable aluminum transfer case (NSN 9930-01-581-5643) is used to transport remains to AFMAO or other DoD Mortuary for further processing.

9.8.1. The branch of Service accomplishing the preparation of the remains will provide the transfer case, regardless of the deceased member's parent service. (T-0).

9.8.2. The Air Force mortuary facility OCONUS responsible for preparation of remains will procure and maintain a sufficient number of transfer cases to meet mission requirements. (T-1).

9.9. Shipping Containers. Use casket-shipping containers furnished by AFMAO 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, the Air Force Mortuary Facility will provide a shipping container meeting the requirements of the air carrier(s) and the overseas countries involved. (T-1).

9.10. Performance Work Statement (PWS). Mortuary service practitioners will follow the Performance Work Statement for DoD Contracted Mortuary Services (available on the AFMAO SharePoint), when preparing remains of personnel covered under this instruction. (T-1).

Chapter 10

MASS FATALITY MANAGEMENT

Section 10A—General Mass Fatality Policy

10.1. Purpose. This chapter assigns responsibilities and prescribes policy responding to Mass Fatality Incidents (MFI). This chapter complies with Air Force Emergency Management publications AFPD 10-25, *Emergency Management*; and AFI 10-2501, *Air Force Emergency Management Program Planning and Operations*. If S&R operations are required in a Mass Fatality Incident, refer to [Chapter 6](#) of this publication.

10.2. Mass Fatality Incident (MFI) Defined. A Mass Fatality Incident is the occurrence of *five or more* deaths in a common incident.

10.2.1. Mass fatality incidents can easily cross military Service boundaries and involve military, dependents, Department of Defense (DoD) civilians, US civilians, foreign nationals and non-DoD affiliated persons.

10.2.2. Potential scenarios include aircraft mishaps, large vehicle mishaps, explosions, natural disasters, terrorist activity and armed conflict.

10.2.3. The Force Support Squadron Commander or Director of the installation nearest the incident, or the commander in the overseas command responsible for the area where the incident occurs, is responsible for Search and Recovery operations.

10.3. 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 Port Mortuary, Dover AFB. AFMAO 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 do not relinquish jurisdiction, installations must develop a plan to process remains locally. **(T-1)**. Manage mass fatality operating locations like the Air Force Search and Recovery described in [Chapter 6](#). **(T-1)**.

10.4. Funding. Installations will use their own Operation and Maintenance funds to fund immediate requirements and request reimbursement through their MAJCOM. **(T-1)**.

10.5. Mass Fatality Management Plans. Installations and Air Force mortuaries will develop a contingency plan to support peacetime mass fatality incidents. **(T-1)**. Installation Mortuary Officers will refer to [Section 10D](#) for the key elements to include in their mass fatality management plans. **(T-1)**.

Section 10B—Mass Fatality Roles and Responsibilities.

10.6. HQ USAF/A1S will:

10.6.1. Ensure appropriate Air Force resources are made available to support AFMAO during a mass fatality operation.

10.6.2. Ensure Air Force Senior leadership be kept informed of remains processing. This may be accomplished through the Crisis Action Team, if activated.

10.7. AFMAO will:

10.7.1. Develop a mass fatality concept of operations. (T-1).

10.7.1.1. Coordinate with HQ USAF/A1S to initiate mass fatality operations at the Port Mortuary, Dover AFB during peacetime operations. (T-1).

10.7.2. Provide mortuary technical assistance and expertise to Combatant Commands, MAJCOMS and installations in mortuary affairs support in mass fatality operations. (T-1).

10.7.3. Inform Armed Forces Medical Examiner System upon notification of an incident. (T-1).

10.7.4. Ensure airlift is provided for movement of remains, personnel, equipment and supplies to the Port Mortuary, Dover AFB. (T-1).

10.7.5. Request Air Expeditionary Force Center to source Unit Type Codes for mortuary augmentees. (T-1).

10.7.6. Activate AFMAO Command, Control and Communications (C3). (T-1).

10.8. MAJCOM/A1 will coordinate funding support for installation mass fatality incident support.**10.9. Mortuary Officer (at the installation providing Search and Recovery) will:**

10.9.1. Develop and implement a Mass Fatality Management Plan as part of the installation mortuary plan and included in the Installation Disaster Plan. (T-1).

10.9.2. Track Mass Fatality Incident expenses and request additional funding from MAJCOM to support the mission. (T-1).

10.10. AFMAO Port Mortuary will:

10.10.1. In the case of a mass fatality incident, utilize mortuary specialists first from available AFMAO personnel, followed by a request to the U.S. Navy and U.S. Army for support. (T-1). As a last resort, consider contracted augmentation for embalming support to meet mission requirements.

10.10.2. Receive from Armed Forces Medical Examiner System and process remains for entitled persons IAW [Chapter 9](#) of this instruction. (T-1).

10.11. AFMAO will:

10.11.1. Interface with the AFMAO Command, Control, and Communications (C3) regarding Air Force fallen. (T-1).

10.11.2. Collect medical and dental records and deliver them to Armed Forces Medical Examiner System, if requested. (T-1).

10.11.3. Provide status and means of identification to the Person Authorized to Direct Disposition. (T-1).

10.11.4. Ensure disposition instructions are obtained to include casket preference, uniform or dress requirements, special escort information, and shipment information and is provided to the Port Mortuary. (T-1).

10.11.5. Provide information to the AFMAO Commander and Deputy on all issues regarding entitlements, travel, escorts, and waivers. **(T-1)**.

10.11.6. Provide resource requirement information to AFMAO on service specific financial issues. **(T-1)**.

10.11.7. Ensure escorts are available to accompany Air Force remains to final destination. **(T-1)**.

10.11.8. Brief escorts on duties and decorum expected during execution of their duty. **(T-1)**.

10.11.9. Receive sentimental personal effects for fallen Airmen from the Joint Personal Effects Depot (JPED), Dover AFB. **(T-1)**. Take appropriate action to return the personal effects requested to the Person Eligible to Receive Effects. **(T-1)**

10.12. Air Force and Other Services Augmentation.

10.12.1. The AFMAO Commander or Deputy may request manpower augmentation when the workload justifies additional requirements in accordance with the AFMAO Mass Fatality Plan. AFMAO continuously evaluates manpower requirements taking into consideration 24/7 operations, projected length of operation, condition of remains, etc.

10.12.2. The U.S. Army, U.S. Marine Corps and U.S. Navy may provide deployed service representatives to support sustained operations at the Port Mortuary, Dover AFB. AFMAO Commander or Deputy will be consulted prior to any other Service member's deployment to ensure members are accounted for appropriately. The Services should establish Memorandums of Understanding with AFMAO to detail the purpose and support requirements of the liaisons. The Services may rotate liaisons as needed. Lead Service liaisons may request augmentation with whatever military or civilian grade they deem appropriate.

Section 10C—Disposition of Personal Effects.

10.13. Handling and Disposition of Personal Effects. In a mass fatality incident Air Force decedent's personal effects are recovered, identified, and disposed of per [Chapter 14](#). This is done concurrent with the recovery, identification, and disposition of the remains from the incident. Decedent's personal effects disposition can require actions at multiple locations in addition to the mass fatality incident site. For instance, personal effects located at a decedent'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 Person Eligible to Receive Effects. Incidents involving large numbers of deceased may require the U.S. Army to establish active Joint Personal Effects Depot operations at the Dover AFB. In this case each Service with deaths will provide members to the Joint Personal Effects Depot to act on behalf of their Service decedents.

10.13.1. Installations will ensure security of personal effects is maintained from initial recovery to final disposition. **(T-1)**. Installations will provide a secure work area (hangar, fitness center, etc.) for sorting property and secure storage is mandatory (vans, lockers, safes, etc.) particularly for high value items such as computers, electronics, cameras, and jewelry. **(T-1)**.

10.13.2. A Summary Courts Officer (SCO) will be appointed for each deceased Air Force military member, usually from personnel assigned to the member's home station. **(T-0)**. The SCO will collect, secure, inventory, and dispose of personal property of the deceased that is under military jurisdiction. **(T-0)**.

10.13.3. Personal effects retained as evidence. Personal effects may be retained as evidence by civil or military law enforcement or investigative authorities until no longer needed.

10.13.3.1. Civil Agencies. Civil law enforcement and investigative agencies have their own policies and procedures for disposing of evidence, including personal effects. The Summary Courts Officer will advise the Person Eligible to Receive Effects that queries concerning personal effects held by non-military agencies should be sent to each applicable agency. **(T-1)**. The Summary Courts Officer will provide the Person Eligible to Receive Effects with the agency's physical evidence custodian's name, mailing address, and telephone number. **(T-1)**.

10.13.3.2. Military Agencies. The Summary Courts Officer will contact the physical evidence custodian of the military law enforcement or investigative agency and advise the custodian when personal effects is released as evidence, the personal effects is turned over to the Summary Courts Officer for disposition. **(T-1)**.

10.13.3.3. Air Force OSI, or Security Forces Investigations (SFOI) should return property withdrawn for investigation purposes directly to the Summary Courts Officer for further authorized distribution.

Section 10D—Mass Fatality Plans.

10.14. Mass Fatality Plans—Required Elements. Installation will ensure their mass fatality plans include the following elements: **(T-1)**.

10.14.1. Situation Assessment. Situation assessment considerations include location of the incident, type of incident, number of personnel involved, who has jurisdiction over the remains, whether memorandums of understanding or agreements with local authorities are in place or are mandatory. For incidents that occur OCONUS, Status of Forces Agreements (SOFAs) or other local agreements govern how operations are conducted.

10.14.2. 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:

10.14.2.1. Contamination mitigation, if possible.

10.14.2.2. Believed-to-Be (BTB) determination, if possible. Use Believed-to-Be when evidence suggests the identification, but a positive forensics identification is not complete.

10.14.2.3. Preparation location site refrigeration, initial processing and reprocessing, if required.

10.14.2.4. Handling personal effects. **NOTE:** If it's a joint operation, the U.S. Army will establish or assist with a personal effects depot.

10.14.3. 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.).

10.14.4. Records Collection Procedures. Refer to **Chapter 7** for identification records and **Chapter 3** for personal information.

10.14.5. Required Supplies and Equipment. Determine required supplies and equipment for the operating locations and for Search and Recovery operations. Identify procedures and resources for procuring emergency supplies and equipment quickly. **NOTE:** For Search and Recovery supplies, see **Chapter 6**.

10.14.6. Search and Recovery Procedures. Include local requirements not covered in **Chapter 6**.

10.14.7. Establishing Believed-to-Be of Remains. Prior to identification through scientific procedures, decedent identity is considered Believed-to-Be.

10.14.8. 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.

10.14.9. Disposition. Installations will develop procedures for handling more than five decedents, to include:

10.14.9.1. Obtaining disposition instructions in a mass fatality scenario. **(T-1)**.

10.14.9.2. Determining authorized entitlements. **(T-1)**.

10.14.9.3. Arranging honors (if authorized and requested). **(T-0)**.

10.14.9.4. Shipping remains and arranging funeral travel for eligible relatives. **(T-0)**.

10.14.9.5. Arranging for an escort (for active duty decedents). **(T-0)**.

10.14.9.6. Ensuring Family Assistance Representative are appointed. **(T-0)**.

10.14.9.7. Arranging for Summary Courts Officer to handle disposition of personal property and effects **Chapter 14**. **(T-0)**.

10.14.9.8. Records handling forms, multiple mortuary case files. **(T-1)**.

10.14.10. Demobilization. When the mass fatality mission has been completed and all deceased personnel have been identified, processed and returned to the Person Authorized to Direct Disposition for interment, the operation can begin demobilization.

10.14.10.1. Installations will ensure all rented or borrowed equipment at the processing and preparation location is returned to its owning agency or unit. **(T-2)**.

10.14.10.2. All personnel involved in the mass fatality operation will receive a Disaster Mental Health Team pre-brief prior to initiating support, if possible, and a Disaster Mental Health debrief prior to returning to their regular duties. **(T-1)**.

10.14.10.3. Summary Courts Officer will maintain contact with Person Eligible to Receive Effects until all effects are returned. **(T-0)**.

10.14.10.4. After-action reports will be completed by the OIC of the operation. **(T-1)** Each organizational element on his or her staff will prepare an after-action report for higher headquarters information and review. **(T-1)**.

Chapter 11

MORTUARY AFFAIRS IN CONTINGENCY OPERATIONS

Section 11A—General Policy.

11.1. Purpose. This chapter provides policy for mortuary affairs in contingency operations and the prescribed processes for Mortuary Affairs Collection Points, Theater Mortuary Evacuation Points, temporary storage or interment and handling contaminated remains. The US Army is the Executive Agent, as designated by the department of defense as lead agency, for Contingency Mortuary Operations. Mortuary operations in a contingency environment are subject to host nation agreements and executed IAW the American, British, Canadian, and Australian , Quadripartite Standardization Agreements (QSTAG) 655, *Handling Deceased Personnel in a Theater of Operations*, and NATO Standardization Agreement (STANAG) 2070, *Emergency War Burial Procedures*, 27 January 2016, where applicable. Mortuary affairs support is also required to support any unexpected CONUS contingency operations.

11.2. Overview. All Force Support Contingency Training Sites will ensure the U.S. Army Joint Mortuary Affairs Center, Ft. Lee, Virginia reviews their curriculum. **(T-1)**. 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. If it is not possible to return remains in a timely manner, the theater commander will implement secure temporary refrigerated storage or interment. **(T-1)**.

11.2.1. War Mobilization Plan (WMP) 1, Services Supplement, *Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery* (see AFMAO SharePoint), and the Prime RIBS Home Station Readiness Training (HSRT) and Force Support Combat Training (SCT) courses, provide additional guidance on mortuary affairs in a contingency environment.

11.2.2. Mortuary Equipment. Designated lead teams will deploy with the initial Mortuary Affairs Kit to include human remains pouches, mortuary forms, and supplies to support limited Search and Recovery operations in the area of responsibility. **(T-1)**. **NOTE:** The equipment in the Mortuary Affairs kit differs from the equipment used at the Mortuary Affairs Collection Point, which comes from pre-positioned War Reserve Materiel.

11.3. Scope of the Mortuary Program in Contingency Fatality Operations. Mortuary Affairs offices in contingency environments will provide support across the full spectrum of military operations to include:

11.3.1. Search and Recovery. Believed-to-Be determination, evacuation of remains and when required, secure temporary refrigerated storage or interment, disinterment and return of deceased military, civilian and allied personnel, Enemy POWs, Interned Enemy Aliens, and enemy dead. **(T-0)**.

11.3.1.1. All management and lead Unit Type Code personnel will be trained on wartime and contingency Search and Recovery procedures. **(T-1)**.

11.3.2. Establishment and operation of Mortuary Affairs Collection Point, theater mortuary evacuation points, military mortuaries, and interment sites. **(T-1)**.

11.3.3. Collection, inventory, storage, and processing of personal effects of deceased and missing U.S. and enemy personnel IAW **Chapter 14. (T-1)**.

11.3.4. Operation of the Port Mortuary, Dover AFB. **(T-1)**

11.3.5. Preparation and coordination of the shipment of remains for final disposition. **(T-1)**.

11.3.6. Response to mass fatality incidents. **(T-1)**.

11.4. Contingency Mortuary Support-Other Categories of Personnel.

11.4.1. Dependents and U.S. Civilians. Dependents and U.S. civilians accompanying or employed by U.S. forces will be processed in a manner similar to U.S. military personnel. **(T-0)**. Mortuary Offices will produce all records and reports required for military members. **(T-0)**.

11.4.2. Allied, Interned Enemy Aliens and Enemy Deceased. Use existing standardization agreements whenever possible. If agreements do not exist and the U.S. is the lead nation, U.S. policy has primacy. If agreements do not exist and another nation is the lead, U.S. policy would apply only to U.S. forces and citizens, unless otherwise adopted by the multinational force. Under these circumstances the same records and reports are used as for U.S. military. Mortuary Offices will ensure interment, if required, is separate for allied, detainees and enemy dead. **(T-0)**. Mortuary Offices will process personal effects of allied personnel IAW standing agreements or per current mortuary affairs procedures if no agreements exist. **(T-0)**.

11.4.3. Transfer to Host Country. When arrangements are made to transfer remains and personal effects to the host country or to an allied nation, the Mortuary Officers will document the transfer in the log of events. **(T-0)**. 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). **(T-0)**.

11.5. Search and Recovery Operations. Bed down locations with Air Force base operating support responsibility will be required to conduct Search and Recovery in support of incidents on or near their installation for minor incidents with two or less casualties. **(T-0)**.

11.5.1. Prior to conducting any Search and Recovery operations, the Mortuary Officer must contact the Component Headquarters Services staff. **(T-0)**. The Component Headquarters staff will coordinate with the U.S. Army mortuary affairs executive agent to determine who conducts the Search and Recovery.

11.5.2. When determined that Air Force personnel will conduct Search and Recovery operations, refer to the *Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery* for detailed instructions (Available on AFMAO SharePoint). **(T-3)**

Section 11B—Contingency Mortuary Operating Concept (Flow of Remains).

11.6. Casualty Collection Point (CCP). The Casualty Collection Points are normally located near a medical facility and managed by medical personnel. A Force Support Squadron representative normally coordinates with the Casualty Collection Point to begin actions to receive the deceased. Refer to the *Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery* for detailed instructions (Available on AFMAO SharePoint) on Casualty Collection Point.

11.7. Mortuary Affairs Collection Point. The Mortuary Affairs Collection Point's main purpose is to move remains, along with accompanying personal effects, to Dover AFB as quickly as possible for processing and identification. The Installation Commander will ensure the Mortuary Affairs Collection Point meets the below requirements. Refer to the *Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery* for detailed instructions (Available on AFMAO SharePoint) on Mortuary Affairs Collection Point procedures. **(T-1).**

11.8. Mortuary Personnel Mortuary Affairs Collection Point Responsibilities. Mortuary personnel will collect and preserve identification information, operate the Mortuary Affairs Collection Point, and prepare the remains for shipment. **(T-1).** Recovery of remains to either Casualty Collection Point or Mortuary Affairs Collection Point is accomplished through the medical evacuation system or the "Buddy Care" system. If remains are delivered to the Casualty Collection Point instead of the Mortuary Affairs Collection Point, it is the responsibility of the Mortuary Affairs Collection Point or the mortuary Casualty Collection Point augmentees to collect remains from the Casualty Collection Point and transport them to the Mortuary Affairs Collection Point. Air Force personnel operating or supporting a Mortuary Affairs Collection Point will be trained in the utilization of the Mortuary Affairs Remains Tracking System (MARTS). **(T-1).** Mortuary Affairs Collection Point personnel will upload all known information of each deceased into the Mortuary Affairs Remains Tracking System. **(T-1).**

11.9. The Mortuary Affairs Collection Point Process. Personnel at Mortuary Affairs Collection Point will accomplish the tasks in [paragraphs 11.9.1 through 11.9.13](#) **(T-1)** However, if the aircraft transporting the remains to Port Mortuary is departing within two hours or before remains can be processed, Mortuary Affairs Collection Point personnel will ship remains without processing. **(T-1).**

11.9.1. Verify explosive ordinance disposal personnel have checked the remains for unexploded ordinance and other hazardous items before the remains enter the receiving area. **(T-1).**

11.9.2. 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 Mortuary Affairs Collection Point receives. **(T-1).** Mortuary Affairs Collection Point personnel will prepare a new DD Form 1077 each day the Mortuary Affairs Collection Point is in operation. **(T-1).**

11.9.3. Leave clothing, personal effects, and gear (i.e., helmets, vests, safety equipment, or organizational equipment, including the chemical warfare defense ensemble) on the remains to aid in identification and investigation at the Port Mortuary. Mortuary Affairs Collection Point personnel will ensure all items on the remains, except weapons, munitions, classified documents, and hazardous material, are shipped with the remains; do not wash remains. **(T-1).**

11.9.4. If able, unit members should remove weapons and ammunition from their casualties prior to arrival at Casualty Collection Point or Mortuary Affairs Collection Point. Unit members will return these items to the unit armory, aircrew life support section, or appropriate storage area. **(T-1).** If mortuary personnel discover weapons or ammunition, ensure items are secured IAW AFI 31-101, *Integrated Defense*, and the unit of the deceased responds as soon as possible to account for the weapons. Mortuary Affairs Collection Point personnel will always notify explosive ordinance disposal personnel or the Emergency Operations Center if an unexploded ordinance is discovered during remains processing. **(T-1).**

11.9.5. Complete two tags for every human remains pouch. **(T-1)**. On one side of the evacuation tag include the remains Believed-to-Be last name, first name, initial, SSN or “unidentified”. On the reverse side, Mortuary Affairs Collection Point personnel will include the evacuation number, a coded sequence based on the below items:

11.9.5.1. The evacuation number includes a letter code, a sequential number and year, Mortuary Affairs Collection Point branch of service and Mortuary Affairs Collection Point unit, and the collection point identifier (number or location), and prepared by mortuary personnel. A capital letter “T” placed in front of an existing evacuation number denotes the remains were processed at another Mortuary Affairs Collection Point enroute. **(T-1)**. For example, EVAC # R11-94/AR54th QM CO/Balad. (Evacuation number/Army, 54th Quartermaster Company/Balad).

11.9.5.2. If remains are fragmented, write the word “Portions” on tag; beneath “Portions”, write the sequential number of portions “1 of N”. **(T-1)**. On the reverse side Mortuary Affairs Collection Point personnel will include the evacuation number**(T-1)**.

11.9.6. Record the evacuation number, date remains were received, the Believed-to-Be name and SSN, if available, (or unidentified) on the reverse side of the DD Form 1077. **(T-1)**.

11.9.7. Place unwashed remains in a human remains pouch. **(T-1)**. Mortuary Affairs Collection Point personnel will use separate pouches for each remains and do not commingle fragmented remains unless they were received commingled, or confirmed to be one decedent. **(T-1)**. **NOTE:** Mortuary Affairs Collection Point personnel will not fingerprint or perform dental charting in a field environment as it may cause loss of forensic evidence. **(T-1)**. Dental charting and fingerprinting is performed at the Port Mortuary, Dover AFB.

11.9.8. Attach one tag to the remains and one tag to the human remains pouch. **(T-1)**. When placing several fragmented remains, Mortuary Affairs Collection Point personnel must tag each portion. **(T-1)**. Mortuary Affairs Collection Point personnel will ensure human remains pouch also has an evacuation tag on which the words “Portions” is written and beneath it the total number of portions contained in the human remains pouch. **(T-1)**. The reverse side is completed as in [paragraph 11.9.5](#).

11.9.9. 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. **(T-1)**.

11.9.10. Coordinate with Security Forces if assistance is needed to guard remains until they are shipped to either a Theater Mortuary Evacuation Point, OCONUS mortuary or the Port Mortuary, Dover AFB. **(T-1)**.

11.9.11. When remains are ready to be shipped, place them into a transfer case and put ice around the pouch. **(T-1)**. Ensure the ice does not come in direct contact with the remains. Icing procedures should include placing bags of ice at locations above the shoulders, but not on the face, along the torso and between the legs. Place the plastic bag with the death certificate and other pertinent information in the transfer case document sleeve, or tape to the top of the transfer case. Mortuary Affairs Collection Point personnel will ensure transfer cases are draped with a flag from the area of responsibility to the Port Mortuary, if the deceased are U.S. personnel. **(T-1)**.

11.9.12. Record the shipment information (date, shipped to) on DD Form 1077. **(T-1)**. 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. **(T-1)**.

11.9.13. At the end of each day, the Force Support Squadron Unit Control Center (UCC) will provide higher headquarters with a situation report of the day's mortuary affairs activity. **(T-1)**. Record all evacuation numbers received and shipped on the report. **(T-1)**. Continue reporting these numbers on future situation reports until notification of the remains have arrived at Port Mortuary, Dover AFB. Continue reporting during emergency conditions, delayed precedence. Mortuary Affairs Collection Point personnel will submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. **(T-1)**.

11.10. Theater Mortuary Evacuation Points (TMEPs). Theater Mortuary Evacuation Points are established to evacuate all remains and accompanying personal effects to a DoD mortuary. Personnel at the Theater Mortuary Evacuation Point will:

11.10.1. Receive remains (and accompanying personal effects, clothing and gear) from any theater location and record them on the DD Form 1077. **(T-1)**.

11.10.2. Perform quality assurance checks on existing documentation and obtain required processing documentation. **(T-1)**.

11.10.3. Prepare remains for evacuation and ice the remains, when practical until transportation can be arranged. **(T-1)**. **NOTE:** Theater Mortuary Evacuation Point personnel will not remove equipment, wash the remains, clean the fingers for fingerprinting or fingerprint the remains. **(T-1)**.

11.10.4. Arrange airlift and initiate all required shipping and special handling documents. **(T-1)**.

11.10.5. Record the shipment on DD Form 1075. **(T-1)**.

11.10.6. Transport transfer cases to the Air Mobility Command special handling area to be palletized. **(T-0)**. Theater Mortuary Evacuation Point personnel will ensure transfer cases are tied down with three transfer cases per pallet. **(T-0)**. If absolutely necessary, you may place cases in three rows, each row stacked to a maximum of four. **NOTE:** Theater Mortuary Evacuation Point personnel will ensure transfer cases are 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. **(T-0)**. Ensure the head is higher than the feet. This is normally accomplished by stowing the case on the aircraft or pallet in a level position. Theater Mortuary Evacuation Point personnel will ensure no other cargo or miscellaneous items besides other human remains are placed on top of human remains. **(T-1)**. Offload remains feet first. Transfer cases are flag-draped, per **Paragraph 11.9.11** If stacked, Theater Mortuary Evacuation Point personnel will ensure cases are not draped with the U.S. flag. **(T-1)**.

11.10.7. Document evacuation numbers in the situation report. **(T-1)**.

11.10.8. If remains arrive at the Theater Mortuary Evacuation Point and have not been loaded into Mortuary Affairs Remains Tracking System, Theater Mortuary Evacuation Point personnel will ensure this is accomplished before the remains are transferred from the Theater Mortuary Evacuation Point. **(T-1)**.

11.11. Aerial Port: (Force Support Augmentation).

11.11.1. Aerial port will receive remains from the Theater Mortuary Evacuation Point, record them on DD Form 1077, and ice remains for shipment if practical. **(T-1)**.

11.11.2. Aerial Port personnel will ship to Port Mortuary, Dover AFB. **(T-1)**.

11.11.3. Aerial Port personnel will record the shipment on DD Form 1075 and document evacuation numbers in the situation report. **(T-1)**.

11.12. Armed Forces Medical Examiner System and AFMAO Roles, Dover AFB.

11.12.1. Armed Forces Medical Examiner System will exercise custody over remains received at Dover AFB. **(T-1)**.

11.12.1.1. Inventory and process personal effects on DD Form 1076. **(T-1) NOTE:** Joint Personal effects Depot Personnel handles all personal effects retrieved at Dover AFB.

11.12.1.2. Identify remains. **(T-1)**

11.12.1.3. Determine the manner and cause of death. **(T-1)**

11.12.2. AFMAO Port Mortuary branch will prepare, casket and ship remains and personal effects per disposition instructions provided by the Person Authorized to Direct Disposition, Primary Next of Kin, or sponsor. **(T-1)**.

Section 11C—Temporary Storage or Interment in the Area of Responsibility.

11.13. Emergency Interment. Emergency interment is an interment, usually on the battlefield, when conditions do not permit either evacuation to a Mortuary Affairs Collection Point or Theater Mortuary Evacuation Point. 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, the senior military member will immediately meet with Civil Engineering to finalize layout and begin excavating a temporary interment site. **(T-3)**. It is imperative to record the location of the emergency burial so that the remains can be found and disinterred as soon as possible. **(T-1)**.

11.14. Temporary Interment. Temporary interment is a last resort. Make every effort to evacuate remains as soon as possible. Situations that may require temporary interment include employment of weapons of mass destruction, continued 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. Refer to the *Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery* for detailed instructions (Available on AFMAO SharePoint) on procedures related to temporary interments. **(T-1)**.

Section 11D—Contaminated Remains.

11.15. Contaminated Remains Overview. The U.S. Army is the DoD Executive Agent for the management of contaminated human remains through the Chemical and Biological Defense Program. 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 JP 4-06 do not replace the involvement of Chemical, Biological, Radiological, Nuclear experts in the decontamination process. Refer to the *Guide to Services Contingency Planning: Mortuary Affairs Search and Recovery* for detailed instructions (Available on AFMAO SharePoint) on procedures related to Contaminated Remains.

11.16. Contaminated Personal Effects. Return of contaminated personal effects to the family is not guaranteed. In instances where the personal effects 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 AFMAO mortuary staff. **(T-1)**.

11.17. Health and Safety. Safety is a major concern in all operations. Leaders require awareness 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.

11.17.1. Sanitation. Gloves and ensemble are decontaminated with M295 kits, M291 kits or 5% chlorine solution after handling chemically 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 personal effects. **(T-1)**. If not already known, obtain this information from the Civil Engineer representative in the Emergency Operation Center. **NOTE:** In case of biological attack, these symptoms may not show up for hours, days or even weeks. In the event of cross contamination, immediately take appropriate self-aid and buddy care actions and report the onset of any of these symptoms to the mortuary team leader, and in case of biological exposure, contact the medical treatment center for further instructions. The morgue will be disinfected daily or as needed, by mopping the floor and wiping down tables with hot water and cleaning solutions. **(T-1)**.

11.17.2. Heat Stress. Heat stress is a potential issue when working in the morgue. Supervisors must watch for signs of heat injury. **(T-1)**.

11.17.3. Work and Rest Cycles. Once personnel reach their maximum workload for heat stress, they cannot recover quickly enough to accomplish the mortuary mission. Supervisors should orchestrate appropriate rest periods and allow members proper recovery time before resuming the mission.

11.17.4. Lifting Requirements. Personnel must follow proper lifting techniques when moving remains. **(T-1)**. Each individual will not lift more than 75 pounds. **(T-1)**. They will be instructed on how to lift with their legs, not their back. **(T-1)**. Personnel must use a back-belt when strenuous lifting occurs. **(T-1)**.

11.17.5. Blood-Borne Pathogens. During the handling of remains, care is taken to avoid exposure to blood or body fluids. Personnel must wear rubber gloves, aprons, surgical masks, and eye protection when working with remains. **(T-1)**. If contact is made, personnel must wash the area immediately with disinfectant or soap solution. **(T-1)**.

Table 11.1. Decontamination Supplies and Equipment.

Equipment	Minimum Required
M8 paper	10 Books
M295 Kit	10 Each
M291 Kit	10 Each
Industrial or medical scissors (high strength, sharp)	Two (2) Pair
Chemical Biological, Radiological, and Nuclear Marking 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

11.17.6. Control and Disposal of Contaminated Waste. Chemical Biological, Radiological, and Nuclear attacks can generate significant quantities of contaminated waste. Contaminated items could include personal protective equipment 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 will collect contaminated items, double wrap, mark as contaminated, and store-contaminated items in a closed container. **(T-1)**. Civil Engineer Readiness personnel determines if they can be reused. Do not automatically dispose of any items. Force Support Squadron will work with Civil Engineering to develop specific procedures for handling and disposing of contaminated waste as part of their Base Support plans. **(T-1)**.

11.17.7. Briefings. Personnel involved in contingency mortuary operations must receive intervention from the Disaster Mental Health Team IAW AFI 44-153, *Disaster Mental Health Response and Combat and Operational Stress Control*, prior to returning to their regular duties. **(T-1)**.

11.18. Required Supplies and Equipment. To prevent contamination of personnel during limited handling and movement of contaminated remains, the Mortuary Affairs Collection Point will have as a minimum the amounts and types of Chemical Biological, Radiological, and Nuclear defense equipment in Table 11.2. **(T-1)**. Additional Mission Oriented Protective Posture 4 outer garments may be required for the handling and processing of contaminated remains and for Search and Recovery operations. With the increased terrorist threat, Mission Oriented Protective Posture 4 protective gear will need to be made available for Mortuary Affairs Collection Point and Search and Recovery operations at home station as part of the installation Bio-Defense Base Plan. **(T-1)**.

Chapter 12

FAMILY ASSISTANCE REPRESENTATIVE FOR FAMILIES OF DECEASED AIRMEN

12.1. Introduction.

12.1.1. Introduction. The Family Assistance Representative is a facilitator between the Air Force and the family, acting as a liaison to seek subject matter experts to address family needs that may include resources, services or information. They are a trusted and compassionate military presence at a very devastating time in a family's lives.

12.1.2. Philosophy. The Family Assistance Representative is based upon the three tenets: Care, Service, and Support. Care for families begins with empathy and extends to ensuring that the physical, emotional, and spiritual needs of families are attended to, to the greatest extent possible. Service is ensuring the coordination of suitable resources for the greatest effect in assisting individual families, without substituting as subject matter expert. Support incorporates care and service, and adds compassion, empathy and sustenance to all assistance delivered.

12.2. Key Personnel in the Delivery of Services.

12.2.1. Air Force Mortuary Affairs Operations (AFMAO). Will provide guidance, consultation and training products to installation Mortuary Officers who have mortuary affairs mission execution responsibilities. **(T-1)**.

12.2.1.1. AFMAO will assist in all situations requiring multiple Family Assistance Representative assignments from installations other than the home station of the fallen Airman. **(T-1)**.

12.2.2. Installation Commander appoints a Family Assistance Representative in each case to support family needs. **(T-1)**.

12.2.3. Unit Commander. The unit commander of the fallen Airman appoints the Family Assistance Representative. The primary concern for the unit commander is to ensure that the assigned Family Assistance Representative is emotionally and mentally mature enough to assist the family.

12.2.4. Family Assistance Representative. Appointed to assist the Person Authorized to Direct Disposition and the Primary Next of Kin of an active duty Airman. The Family Assistance Representative reaches out to subject-matter-experts who correspond directly with the family member to respond to their questions or concerns. The Family Assistance Representative's primary responsibility is to identify available resources is to help meet the family's immediate needs.

12.2.5. Installation Mortuary Officer. Will ensure the requisite training is provided and ensure background regarding the deceased's information and family dynamics, is provided prior to the Family Assistance Representative being introduced to the family to which they have been assigned to assist. **(T-1)**. The Mortuary Officer will provide assistance and supervision to the Family Assistance Representative for the duration of the assignment. **(T-1)**.

12.2.5.1. Will ensure the Family Assistance Representative is provided with a folder of printed materials designed to assist with Family Assistance Representative duties: a copy of this chapter, including all attachments; the Family Assistance Representative Quick Reference Guide, and a Family Assistance Representative Brochure that is to be given to the assigned family. **(T-1)**. These resources can be found on AFMAO SharePoint.

12.2.5.2. Will send a Completion of Family Assistance Representative Duties letter to the Person Authorized to Direct Disposition or Primary Next of Kin supported by the appointed Family Assistance Representative. **(T-1)**. Letter and training products can be found on AFMAO SharePoint.

12.2.6. Installation Mortuary Affairs Technician. Assists the Mortuary Officer and will execute duties as assigned with regard to Family Assistance Representative appointment and training. **(T-1)**. The Mortuary Tech will ensure the Family Assistance Representative log of events is included in the mortuary case file. **(T-1)**.

12.2.7. Casualty Assistance Representative. Will be available to the Family Assistance Representative should the family have questions regarding casualty benefits and entitlements. **(T-1)**. When possible, the Family Assistance Representative partners with the Casualty Assistance Representative to support the Person Authorized to Direct Disposition or Primary Next of Kin as a team.

12.2.8. Military Support Agencies. Many different support agencies exist on any given installation and within local communities. The Family Assistance Representative should have a working knowledge of the role of those agencies. Some examples of these organizations include the Mental Health Clinic, Chaplains Corp, and the Airman and Family Readiness Center.

12.3. Air Force Family Assistance Representative Program Service Delivery.

12.3.1. Family Assistance Representative Entitlement. All family members who are eligible to receive benefits or entitlements, as a result of the loss of an Airman, are eligible to be supported by a Family Assistance Representative. However, efforts should be made to assign only one Family Assistance Representative, as the intention of the Family Assistance Representative program is to provide continuity of information. Multiple Family Assistance Representatives assigned can result in confusion.

12.3.2. Selecting a Family Assistance Representative. The overarching consideration for selecting a Family Assistance Representative is the individual's maturity and capacity to assist the family of a fallen Airman. Guidelines and considerations for Family Assistance Representative selection:

12.3.2.1. Exercise caution in assigning a Family Assistance Representative who has close ties to the deceased member or their family. The death of the Airman may traumatize the potential Family Assistance Representative which can impede their ability to perform effectively.

12.3.2.2. Assigning a Family Assistance Representative. Family Assistance Representatives are to be identified within 12-hours of notification of an Air Force active duty death; orders and training should be completed within 24-hours of the Family Assistance Representative being identified.

12.3.2.3. Rank or civilian grade. Where practical, and at the discretion of the unit commander, the Family Assistance Representative should hold the rank of E-7 or higher for enlisted personnel; an officer of equal or greater rank for commissioned personnel. In the rare instance that a DoD civilian would perform these duties, their grade should be commensurate with or greater than that of the deceased member.

12.3.2.4. Availability. Appointed personnel will be released from all other duties in order to perform Family Assistance Representative duties full-time. **(T-1)**. Family Assistance Representatives often assist families outside normal business hours and should be able to make the appropriate time commitment. Any personnel considered to serve as a Family Assistance Representative should not be scheduled for leave, deployment, temporary duty or permanent change of station move.

12.3.2.5. Career field. Whenever possible, the Family Assistance Representative should hold the same Air Force Specialty Code and type of job as the deceased Airman. If an Airman meeting the career field requirements, within the appropriate grade requirements, is not available, a member from within the unit but different flight should be sought. The priority is to provide the family with a compassionate, caring, capable Family Assistance Representative as quickly as possible.

12.3.2.6. Volunteers. It is encouraged to only use volunteers to serve as a Family Assistance Representative. In the absence of a volunteer, a Family Assistance Representative will be appointed. **(T-1)**.

12.3.2.7. Leadership. Commanders and First Sergeants will not serve as Family Assistance Representative as their responsibility is to the unit as a whole. **(T-1)**.

12.3.2.8. Notification of assignment. The Mortuary Officer will include the following Family Assistance Representative information or updated in the initial and supplemental death message(s): **(T-1)**.

12.3.2.8.1. Name and Rank.

12.3.2.8.2. Base and unit of assignment.

12.3.2.8.3. Duty phone number.

12.3.2.8.4. Cell phone number.

12.3.2.8.5. Date assigned.

12.3.2.9. Introducing the Family Assistance Representative. The Mortuary Officer will apprise the Person Authorized to Direct Disposition of the role of a Family Assistance Representative and ensure that they wish to be assigned a Family Assistance Representative. **(T-1)**. Once this has been determined, the Mortuary Officer is going to provide the name and rank of the Family Assistance Representative, and let the Person Authorized to Direct Disposition know they will receive an introductory call from the Family Assistance Representative. **(T-1)**. *NOTE:* If Person Authorized to Direct Disposition is not Primary Next of Kin and second Family Assistance Representative is appointed, Mortuary Officer should also contact Primary Next of Kin.

12.3.2.10. Family Assistance Representative connection with the family. Face-to-face contact with the family should begin immediately, but is dictated by the family's needs. If possible, contact with the family should begin about the same time as the Casualty Assistance Representative's initial outreach. Ideally, the Family Assistance Representative and the Casualty Assistance Representative should meet the family together. It is discouraged for the Family Assistance Representative to meet with family members alone.

12.3.3. Training Requirements. The Mortuary Officer or Mortuary Technician will provide Just-in-Time training to newly appointed Family Assistance Representatives. **(T-1)** The Mortuary Officer will ensure training prepares the appointed Family Assistance Representative with the required instructions needed to assist the family; and training includes local resource and case-specific information. **(T-1)**

12.3.4. Duties and Responsibilities of the Family Assistance Representative.

12.3.4.1. Coordinating assorted services. Will assist the Person Authorized to Direct Disposition or Primary Next of Kin in coordinating the delivery of entitlements, special pay or benefits available to them by ensuring the family is connected with the appropriate agencies. **(T-1)**

12.3.4.2. Mortuary Entitlements brief. The Mortuary Officer may require assistance of the Family Assistance Representative in the briefing of mortuary entitlements. In these instances, the Mortuary Officer conducting the entitlements brief over the phone will instruct the Family Assistance Representative on the assistance required. **(T-1)** This assistance will typically consist of:

12.3.4.2.1. taking notes,

12.3.4.2.2. gathering information on family members entitled to funeral and memorial travel,

12.3.4.2.3. presenting the documents to be signed by the Person Authorized to Direct Disposition,

12.3.4.2.4. witnessing signatures and then scanning and emailing the documents to the Mortuary Officer upon the conclusion of the mortuary entitlements brief and,

12.3.4.2.5. providing other assistance related to funeral and unit memorial arrangements.

12.3.4.3. Unit Memorial arrangements. The Family Assistance Representative, along with other personnel from the home station unit of the fallen Airman, will provide logistical support to family members that travel to the installation or unit memorial service. **(T-1)**. This support may include providing transportation in government vehicles from and to the airport and setting up lodging arrangements.

12.3.4.4. Family Assistance Representative Quick Reference Guide. Will comply with the checklist and maintain a detailed daily log of events. **(T-1)**.

- 12.3.4.4.1. Upon completion of Family Assistance Representative duties, the Family Assistance Representative will complete the After Action Report, to identify areas of concern for the family, lessons learned, and other process improvements related to the performance of Family Assistance Representative duties. **(T-1)**. The Family Assistance Representative will turn in all paperwork to the Mortuary Officer to be included in the mortuary case file. **(T-1)**.
- 12.3.5. When the Family Assistance Representative should seek assistance. There are numerous situations that may arise that the Family Assistance Representative is not able to adequately address. For example, the needs of the Family Assistance Representative or family beyond the scope of resources available to the Family Assistance Representative, unforeseen situations preventing the Family Assistance Representative from being able to continue their duties and responsibilities, the duty becomes too emotionally taxing for the Family Assistance Representative, etc. In such cases, the Family Assistance Representative should contact his or her commander or the installation Mortuary Officer for guidance.
- 12.3.6. Family Assistance Representative duties NOT authorized. Family Assistance Representatives WILL NOT be responsible for personally performing the following types of assistance: **(T-1)**.
- 12.3.6.1. Counsel. Grief, bereavement or other types of counseling are not the Family Assistance Representatives area of expertise. Rather, the Family Assistance Representative will alert the Mortuary Officer that such care is needed or requested at the local level. **(T-1)**. The Mortuary Officer may consult with the Air Force Families Forever program manager to determine available resources for family members who are not eligible for military benefits (i.e. are not in Defense Enrollment Eligibility Reporting System and do not have access to military support networks).
- 12.3.6.2. Sign documents or make legal decisions. The Family Assistance Representative will never make funeral or memorial service arrangements, or sign any documents on behalf of the Person Authorized to Direct Disposition or Primary Next of Kin. **(T-1)**. **NOTE:** The Family Assistance Representative may sign documents as a witness when assisting AF Mortuary or Casualty personnel.
- 12.3.6.3. Perform miscellaneous chores. Housekeeping, cleaning, babysitting, cooking or other household chores should not be performed by the Family Assistance Representative. The Family Assistance Representative should instead coordinate assistance from unit volunteers or other support elements to meet these needs.
- 12.3.6.4. Provide transportation in their personally owned vehicle. All efforts should be made to utilize a government owned vehicle or rental vehicle for the transport of family members to military offices or appointments, and only if requested by the family.
- 12.3.6.5. Handle media requests. If the family receives requests from media for interviews, etc. the Family Assistance Representative will seek the assistance of the installation Public Affairs office for support and advice concerning the handling of the press. **(T-1)**.

12.3.6.6. Make promises or commitments. A Family Assistance Representative should never put themselves in the position of making promises or commitments, and should always consult leadership when in doubt. They will seek assistance from subject matter experts who will provide answers to questions raised by family members. **(T-1)**

12.3.7. When a Family Assistance Representative Should Terminate Services. The general timeline for a Family Assistance Representative to fulfill his or her duties is approximately two weeks from the date of death, this allows time for funeral services and the installation memorial service, if held, to be completed, and benefits counseling accomplished. For Air National Guard Traditional Guardsmen deaths (typically not on active duty orders), the general timeline for Family Assistance Representative commitment is seven (7) days. Forward request for additional time beyond 7 days to NGB/AIS for further guidance.

12.3.7.1. There are cases when a Family Assistance Representative may be required to be available for longer periods of time, such as when an investigation is pending completion. Even then, contact with the family may be intermittent and by phone.

12.3.7.2. The duration of the Family Assistance Representative assignment is determined by the Installation Mortuary Officer, who will then send the Completion of Family Assistance Representative duties letter, found on the AFMAO SharePoint site, to the affected Person Authorized to Direct Disposition or Primary Next of Kin. **(T-1)**. Before the Family Assistance Representative discontinues his or her services or outreach, he or she will ensure that this letter has been mailed. **(T-1)**.

12.4. SPECIAL CIRCUMSTANCES.

12.4.1. Overview. There are certain circumstances that require additional support beyond that identified to this point in this chapter. The Mortuary Officer will ensure the Family Assistance Representative is available, in person, to support the Person Authorized to Direct Disposition or Primary Next of Kin, as applicable, under the following circumstances: **(T-1)**.

12.4.2. Person Authorized to Direct Disposition geographically separated from the installation of the deceased permanent duty assignment.

12.4.2.1. The Mortuary Officer will approve mortuary funding for travel orders for the Family Assistance Representative to travel to support the Person Authorized to Direct Disposition for the following circumstances, but not limited to: **(T-1)**.

12.4.2.1.1. To the location of the Person Authorized to Direct Disposition to provide direct support and marshal assistance. If the Person Authorized to Direct Disposition is other than the Primary Next of Kin, the Family Assistance Representative will ensure daily contact with the Primary Next of Kin to address their requirements of assistance, unless support is declined or the unit commander may appoint another Family Assistance Representative to provide assistance to the Primary Next of Kin. **(T-1)**. If a second Family Assistance Representative is appointed, they will ensure daily coordination with each other to ensure continuity in the message conveyed with all affected family. **(T-1)**.

- 12.4.2.1.2. Be present for the delivery of the Personal Property and Personal Effects, if requested by the Person Eligible to Receive Effects. The Mortuary Officer will advise the Family Assistance Representative, when the Person Eligible to Receive Effects requests this support and coordinates with the Summary Courts Officer. **(T-1)**.
- 12.4.2.1.3. Be present for briefings conducted by the Accident Investigation Board.
- 12.4.2.1.4. Be present for briefings conducted by the Armed Forces Medical Examiner or Local Medical Examiner and be present upon receipt of Autopsy findings.
- 12.4.3. Deaths Occurring in Theaters of Combat Operations. In cases where an Airman dies in a declared Combat Theater of Operations and the remains are returned through Dover AFB, there are key responsibilities for a Family Assistance Representative that do not exist in other deaths:
- 12.4.3.1. Family Assistance Representative assignment for a Dignified Transfer. When a Family Assistance Representative is assigned to a family where the Primary Next of Kin elects travel to Dover AFB to witness the Dignified Transfer of a fallen Airman, the Family Assistance Representative is authorized and expected to travel with the family or if geographically separated, meet the family upon arrival in the Dover AFB area. In this case, the Family Assistance Representative must be assigned and trained expediently prior to travel. **(T-1)**.
- 12.4.3.2. Family Assistance Representative travel to Dover AFB. AFMAO will arrange travel for the family and Family Assistance Representative. **(T-1)**. If the Family Assistance Representative and family are geographically co-located, the Family Assistance Representative will coordinate travel for themselves, along with the family, to the airport. **(T-1)**. If the Family Assistance Representative and family are geographically separated, the Family Assistance Representative should meet the family at a connecting airport if possible. In the latter case, the Family Assistance Representative needs to locate the family and remain with them for the rest of the journey to Dover AFB. The Family Assistance Representative is responsible for handling interactions with airport staff and communication with AFMAO, if complications arise. The Family Assistance Representative will contact the AFMAO case manager prior to departure to ensure communication is established to seamlessly complete the trip to Dover AFB from area airports or address issues that may arise during travel. **(T-1)**.
- 12.4.3.3. Family Assistance Representative responsibilities while at Dover AFB. While at Dover AFB, the Family Assistance Representative will attend to the family's needs to the extent desired by the family. **(T-1)**. The Family Assistance Representative will not act as an intermediary between the family and AFMAO staff. **(T-1)**. The Family Assistance Representative will be required to transport families within the local area for meals and other needs with a government vehicle provided by AFMAO, as available. **(T-1)**. The Family Assistance Representative must have a government owned vehicle driver's license and a state-issued civilian driver's license in his or her possession. **(T-1)**. AFMAO will notify the Family Assistance Representative of further requirements as they arise. **(T-1)**.

12.4.4. Duty Status – Whereabouts Unknown (DUSTWUN) or Missing in Action (MIA). A Family Assistance Representative may be assigned, at the discretion of the installation Mortuary Officer, in cases where the whereabouts of a member is unknown, or determined to be missing in action or detained.

Chapter 13

DISPOSITION OF PERSONAL PROPERTY AND EFFECTS PROGRAM

Section 13A—Disposition Of Personal Property And Effects Program Overview.

13.1. Program Objective. The Air Force collects, safeguards, and promptly disposes of property and effects belonging to deceased military personnel and other eligible individuals, which is located at a place under Air Force jurisdiction, or when there is no legal representative or surviving spouse present to act on behalf of the member.

13.1.1. Personal Effects Defined. Any personal item, organizational clothing, or equipment physically located on or with the remains. Personal effects shipped with the remains or directly to the Person Eligible to Receive Effects are not to be treated in the same manner as personal property. Examples of personal effects include, but are not limited to, eyeglasses, jewelry, wallets, insignia, and clothing. Organizational clothing and equipment will be returned through unit supply channels. The Mortuary Officer is responsible to collect, inventory, safeguard, and dispose of personal effects.

13.1.2. Personal Property Defined. Personal property is all of the other personal possessions of the decedent found at a place under jurisdiction of the Air Force. These include items such as household goods, mail and personal papers, privately owned vehicle, and movable property used or owned by the person. A Summary Courts Officer inventories, ships, and disposes of personal property. Shipment usually occurs at a later date than personal effects. The term does not include interests in real property. Personal property found in off-base housing may only be shipped by a Summary Courts Officer upon receipt of a power of attorney by the Person Eligible to Receive Effects. **NOTE:** The SCO can pay off simple, accrued debts using cash on hand if it will simplify matters for the decedent's survivors. SCOs should not be engaged in the weighing of priorities among past due creditors if there are insufficient financial resources to satisfy all known creditors of the decedent's estate. Nor should the SCO be taking actions that might jeopardize the legal rights of the decedent's next of kin or payable on death account beneficiaries.

13.2. Entitled Air Force Personnel and Other Individuals. Personnel entitled to personal property and effects, protection, and disposition under this instruction include:

13.2.1. Deceased Regular Air Force personnel.

13.2.2. A member of a reserve component of an armed force who dies while:

13.2.2.1. On active duty.

13.2.2.2. Performing inactive-duty training.

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

13.2.2.4. Remaining overnight immediately before the commencement of inactive-duty training, or remaining overnight, between successive periods of inactive-duty training, at or near the site of the inactive-duty training.

13.2.2.5. Hospitalized or undergoing treatment for an injury, illness, or disease incurred or aggravated while on active duty or performing inactive-duty training; or:

13.2.2.6. Serving on funeral honors duty under section 12503 of Title 10 or section 115 of Title 32.

13.2.2.7. Traveling directly to or from the place at which the member is to serve.

13.2.2.8. Remaining overnight at or in the vicinity of that place before so serving, if the place is outside reasonable commuting distance from the member's residence.

13.2.3. Retired or Retained Personnel who die at a place or command under the jurisdiction of the Air Force and there is no legal representative or surviving spouse present.

13.2.4. Deceased Department of Air Force civilian employees and persons serving with or accompanying an armed force, in the field, in a time of declared war or a contingency operation. The Air Force will provide support to other Federal Agency Employees in accordance with DoDI 1300.18, *Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures*, Enclosure 6. (T-1)

13.2.5. Residents of the Armed Forces Retirement Homes who die in an Air Force Hospital when sent for treatment.

13.2.6. Other individuals entitled to personal property and effects protection and disposition, but NOT entitled to an appointed Summary Courts Officer include: missing, captured, or detained active duty personnel; personnel on active duty designated Duty Status Whereabouts Unknown (DUSTWUN); personnel on active duty who are medically evacuated, hospitalized, or psychologically disabled; contract personnel; foreign national military members and civilians; and indigent persons who die on Air Force installations.

13.3. Authorized Person Eligible to Receive Effects. A prioritized list of persons authorized to accept personal property and effects from Air Force officials is provided below. **NOTE:** If a dispute arises over a determination of the authorized recipient, request legal help from the Staff Judge Advocate and place property and effects in temporary storage pending resolution.

13.3.1. Surviving spouse or Legal Representative.

13.3.2. Children in order of age. If the recipient is a minor, forward the property as instructed by the minor's surviving parent, guardian, or adoptive parent.

13.3.3. Parents in order of age. If the parents are divorced or legally separated and the divorce or legal separation occurred while the deceased was a minor, then the recipient is the custodial parent. **NOTE:** In a shared custody arrangement the custodial parent is the one who had physical custody at the time the deceased reached age of majority or entered the military.

13.3.4. Siblings in order of age.

13.3.5. The Next of Kin of the deceased. Where there are several persons equal in relationship to the deceased, the oldest is the recipient.

13.3.6. A beneficiary named in the will of the deceased. Where there are several primary beneficiaries, the oldest is the recipient. **NOTE:** The Summary Courts Officer does not normally consult the provisions of a will to determine where to send the deceased's personal property. If Summary Courts Officer cannot find the authorized recipients in [paragraphs 13.3.1](#) through [13.3.5](#), then they may send the personal property to a beneficiary in a will.

13.4. Roles and Responsibilities.

13.4.1. Headquarters United States Air Force, Director of Services (HQ USAF/A1S):

13.4.1.1. Establishes policy for the disposition of personal property and effects.

13.4.1.2. Air Force Mortuary Affairs Operations (AFMAO):

13.4.1.2.1. Develops and implements procedures, based on policy, for the disposition of personal property and effects.

13.4.1.2.2. Provides guidance in resolving unusual property or effects matters.

13.4.1.2.3. Resolves complex property and effects matters.

13.4.1.2.4. Obtains disposition instructions for personal effects and property from the authorized recipient located in Continental United States (CONUS) for members who die OCONUS.

13.4.1.2.5. May grant additional 90 day extensions for personal property actions that remain unresolved after the maximum 60-day extension granted by the installation commander.

13.4.1.3. Installation Commander or General Court-Martial Convening Authority (joint bases):

13.4.1.3.1. Appoints a commissioned officer on orders (Special Orders Series-A), as the "Summary Court Officer," usually referred to as a Summary Courts Officer. See AFI 33-328, *Administrative Orders*, and AFI 51-201, *Administration of Military Justice*.

13.4.1.3.1.1. Should not appoint a person who is in a flying, deployment, or Permanent Change of Station status, or who serves in an assignment that would interfere with Summary Court duties.

13.4.1.3.1.2. Appoints a chaplain as the Summary Courts Officer when a chaplain dies, to safeguard professional, religious, and confidential materials.

13.4.1.3.1.3. Appoint a judge advocate as the Summary Courts Officer when an attorney dies, to safeguard Attorney-Client privileged material.

13.4.1.3.1.4. Appoints a medical officer as the Summary Courts Officer when a medical officer dies, to safeguard client Health Insurance Portability and Accountability Act (HIPAA) material.

13.4.1.3.2. Is responsible for ensuring personal property and effects located on or near the installation for any person covered by this instruction are collected, safeguarded, inventoried, and stored or forwarded.

13.4.1.3.3. Grants an extension up to 60 days (total) beyond the initial 120 days given for completing property actions.

13.4.1.3.4. Reviews and signs the completed summary court file.

13.4.1.3.5. Appoints a uniformed member to safeguard, inventory and return the property for personnel listed in [paragraphs 13.25](#), [13.26](#) and [13.27](#) to the person who would have been the person eligible to receive effects had the member been declared dead. The appointed uniformed member shall meet the qualifications of an Summary Courts Officer, (Administrative appointment, not on Series A Orders).

13.4.2. Installation Mortuary Affairs Officer:

13.4.2.1. Determines entitlements for each reported death.

13.4.2.2. Advises the Installation Commander of an entitled deceased member.

13.4.2.3. Completes the Personal Effects Checklist.

13.4.2.4. Collects, inventories, safeguards, and disposes of personal effects.

13.4.2.5. Helps the Installation Commander collect and safeguard the personal property pending SCO appointment.

13.4.2.6. Identifies the Person Eligible to Receive Effects for the deceased member's property and effects.

13.4.2.7. Obtains personal effects and personal property disposition instructions from the Person Eligible to Receive Effects, if a local death. Carries out personal effects instructions and gives property instructions to the Summary Courts Officer.

13.4.2.8. Briefs the Summary Courts Officer on duties and provides the Summary Courts Officer a copy of this instruction.

13.4.2.9. Monitors Summary Courts Officer actions from start to finish.

13.4.2.10. Develops a comprehensive checklist for the Summary Courts Officer.

13.4.2.11. Responds to inquiries or complaints from the Person Eligible to Receive Effects.

13.4.2.12. Ensures the Summary Courts Officer advises the Family Assistance Representative of the Summary Courts Officer's actions.

13.4.2.13. Reviews the summary court file with the Summary Courts Officer and coordinates with the Staff Judge Advocate before submitting to Installation Commander for signature.

13.4.2.14. Attaches the finalized summary court file to the left side of the mortuary case file, or forwards the file to the Mortuary Officer handling the remains. Scan and attach the finalized summary court file to the electronic case file as well.

13.4.2.15. Ensures mortuary personnel are trained annually on personal effects procedures.

13.4.2.16. Ensures budget procedures are in place with the local Comptroller Squadron to work mortuary-related funding issues (i.e., fees for shipping documents and personal effects, travel in performance of Summary Courts Officer duties, etc.).

13.4.2.17. Assists Air Reserve Component full-time technician or Mortuary Officer in their Area of Responsibility with dispositions of personal property and effects. **NOTE:** Many Mortuary Officer responsibilities can be delegated to the Mortuary Technician.

13.4.3. Defense Finance and Accounting Service, Special Actions, (DFAS-IN/FJSCA):

13.4.3.1. Settles deceased members' pay accounts IAW the DoD Financial Management Regulation, Vol 7A, Chapter 36.

13.4.4. Traffic Management Office. Provides applicable weight limits and arranges for packing, storing, and shipping personal property.

13.4.5. Staff Judge Advocate. Reviews the summary court file for legal sufficiency before closing a case and provides guidance for legal questions concerning Person Eligible to Receive Effects, property and effects disposition.

13.4.6. Casualty Assurances Representative provides copies of the DD Form 1300, *Report of Casualty*, as needed.

13.5. SCO Requirements. The General Court-Martial Convening Authority must appoint a Summary Courts Officer when an decedent meets the criteria outlined in sections 13.2.1 to 13.2.5 **(T-0)**

13.6. SCO Actions. When a military member dies on active duty, the Summary Courts Officer will dispose of personal property within 120 days. **NOTE:** If a dispute arises over an Air Force determination of the Person Eligible to Receive Effects, disposition may take longer.

13.6.1. Shipment of personal property from overseas may be delayed due to customs and legal requirements of the foreign country involved.

13.6.2. All claims for damages to real property resulting from the death of a member on active duty, occurring off installation, are a civil matter. There is no provision for the Air Force to cover these costs.

13.6.3. Due to various causes and manners of death, the Summary Courts Officer may be questioned as to how the location of death (residence, automobile, clothing, etc.) is to be cleaned.

13.6.3.1. If the death took place in a residence, refer the lien holder or leaser to the insurance company which insures the deceased's residence or property. Another source of funds may be a security deposit which might settle costs associated with the clean-up.

13.6.3.2. For deaths occurring in an automobile, the company insuring the vehicle should be consulted as a possible source to cover associated clean-up or repair cost. If the lien holder or leaser persists, request their contact information and advise them you will ensure the legal next of kin is provided their information.

13.6.3.3. Consult with the Mortuary Officer and Staff Judge Advocate as appropriate for guidance. This is the extent the Summary Courts Officer and Mortuary Officer is able to assist these parties.

13.6.4. Operations and Maintenance Funds can be used to clean personal clothing items of the deceased. Any clothing items soiled with blood or bodily fluid should be disposed of as medical waste.

Section 13B—Handling And Disposing Personal Effects Of Deceased Personnel

13.7. Procedures for handling and disposing of the *personal effects* of deceased personnel. Section 13C describes the procedures for handling and disposing of *personal property*.

13.7.1. Personal effects are broadly defined as any personal item, organizational clothing or equipment physically located on the remains. Personal effects shipped with the remains or directly to the authorized recipient are not to be treated in the same manner as personal property.

13.8. Inventorying Personal Effects. The Mortuary Officer will:

13.8.1. Inventory personal effects using DD Form 1076.

13.8.2. List every item with a full description. Annotate “LAST ITEM” below last item and draw a line through the rest of the form. Sign and date the form. Attach additional sheets as necessary.

13.8.3. Thoroughly inspect remains to ensure all personal effects is found, including checks of all pockets of any clothing.

13.8.4. Take digital photos of the personal effects and include as documentation in the case file (Port Mortuary only).

13.8.5. The inventory sheet(s) must accompany the personal effects at all times. Keep a copy for the case file. **(T-1)**

13.8.6. For deaths under investigation or circumstances do not permit an immediate, hands-on inventory of personal effects, perform a visual inventory and annotate the inventory sheet. Conduct a complete inventory as soon as possible, and make every attempt to ensure personal effects will be returned when available.

13.9. Personal Effects Containing Organizational Clothing and Individual Equipment. The Summary Courts Officer:

13.9.1. Collects all Organizational Clothing and Individual Equipment (i.e., parkas, cold weather footwear) when such items are no longer required for investigation, and inventories on DD Form 1076.

13.9.2. Summary Courts Officer contacts the deceased member's squadron commander to arrange the return of all issued organizational equipment and clothing to the squadron.

13.9.3. Contacts the Person Eligible to Receive Effects to determine if they desire any of the remaining organizational clothing. **NOTE:** Do not offer dangerous articles and weapons to the Person Eligible to Receive Effects.

13.9.4. Makes a separate DD Form 1076 for the organizational clothing and equipment to be turned into supply.

13.9.5. Ensures the supply officer signs the DD Form 1076 accepting the items.

13.10. Securing Personal Effects. The Mortuary Officer completes the inventory, cleans the personal effects, and locks it in a secure area such as a cabinet, safe, or room. Establishes and maintains a log for deposit and withdrawal of personal effects from the secured storage area.

13.11. Disposition of Personal Effects.

13.11.1. Once the Mortuary Officer has ensured the Person Eligible to Receive Effects has been officially notified of the death, the Mortuary Officer requests the Person Eligible to Receive Effects provide instructions for disposition of the personal effects. Options include using the military escort or mail.

13.11.1.1. Via Military Escort: The military escort can hand deliver the personal effects to the receiving funeral home or to the Person Eligible to Receive Effects. Military escorts will check the inventory sheet(s), inventory, and accept responsibility for the personal effects by signing the inventory sheet. Two copies of the DD Form 1076 inventory should accompany the Personal Effects Escorts will annotate the inventory sheet with the name of the person who accepted responsibility for final disposition of the effects and will have that person (funeral director or Person Eligible to Receive Effects) sign the inventory sheet. Maintain signed DD Form 1076 in summary courts file.

13.11.1.2. Via U.S. Mail or delivery service: Mail personal effects expeditiously to the Person Eligible to Receive Effects, base mortuary office, or funeral director. Use a mail or delivery service that has tracking capability and require a signature at the receiving destination. Include the inventory sheet and an addressed, stamped envelope with the personal effects and request the receiving party sign, date, and return the DD Form 1076. Call the recipient prior to sending to advise what items are being sent and when they will arrive to ensure receipt and reduce any emotional trauma to the family.

13.11.2. Ensure only the items the Person Eligible to Receive Effects requested be shipped with the remains are on the remains or in the casket and are visible if the casket is opened.

13.11.3. Ensure the escort and receiving funeral director are notified if personal effects is shipped with the remains.

13.11.4. Ensure the Person Eligible to Receive Effects is advised of the nature of the personal effects on hand before shipping.

13.12. Destroying Personal Effects.

13.12.1. Mortuary personnel have no authority to arbitrarily destroy personal effects. If the remains are being shipped to a port mortuary, all personal effects should be shipped with the remains and the port mortuary personnel should contact AFMAO to obtain instructions from the Person Eligible to Receive Effects.

13.12.2. If the Person Eligible to Receive Effects agrees mortuary personnel should destroy some items, record the Person Eligible to Receive Effects' instructions in the case file and annotate the items to be destroyed on the DD Form 1076.

13.12.3. On all items to be destroyed, the Mortuary Officer should wait for written authorization by the Person Eligible to Receive Effects before destroying items. Ensure items are destroyed beyond recognition.

13.12.4. After destruction, annotate destroyed items on the DD Form 1076. Place the documentation in the case file.

13.12.5. For additional information regarding destruction of property see [paragraph 13.15.6](#)

13.13. Record Final Disposition of Personal Effects: Ensure the signed and dated DD Form 1076 is included in the case file. If a funeral director or base mortuary personnel accept the items, verify they will deliver the personal effects to the Person Eligible to Receive Effects and note this on the DD Form 1076.

Section 13C—Disposing Of Property And Settling Accounts For Members Who Die On Active Duty

13.14. Personal Property Disposition Instructions. The SCO:

13.14.1. Obtains property disposition instructions and the name and address of person eligible to receive effects from the Mortuary Officer, reviews the Training Video, “*You Are A Summary Court Officer - What Now?*”, and establishes a log of events.

13.14.2. When the Summary Courts Officer and the Person Eligible to Receive Effects are in the CONUS, the Summary Courts Officer telephones the Person Eligible to Receive Effects and explains their function.

13.14.2.1. When the death occurs overseas and the Person Eligible to Receive Effects is in the CONUS, AFMAO will be the point of contact (POC) between the Person Eligible to Receive Effects and the Summary Courts Officer and Mortuary Officer in the overseas location.

13.14.2.2. AFMAO will determine the Person Eligible to Receive Effects and obtain disposition instructions for the property. These instructions are provided in a Personal Property Message to the Summary Courts Officer and Mortuary Officer by e-mail.

13.14.2.3. In either case, the Summary Courts Officer sends a formal letter of introduction to the Person Eligible to Receive Effects within 3 duty days after appointment as Summary Courts Officer to advise them of summary court actions. The Summary Courts Officer will also explain the need for any additional information necessary to help with disposition, e.g., power of attorney, if needed.

13.14.2.4. When speaking to the family, all references to the deceased should be stated in a personal nature such as “Capt Jones’ wristwatch” and not as “the deceased’s wristwatch.” The Summary Courts Officer should coordinate all outgoing correspondence with the Mortuary Officer.

13.14.3. Advises the Person Eligible to Receive Effects at least once a week about progress in resolving property matters. Annotate all correspondence in the log of events.

13.14.4. Informs the Mortuary Officer and Technician of all correspondence with the Person Eligible to Receive Effects, other agencies, and interested parties.

13.14.5. Alerts organizations on base to make a claim for any unpaid debts such as auto hobby shop or bowling alley, etc. **NOTE:** An alternate base-wide notification may be made via email. Coordinate with the installation Public Affairs office for message release.

13.14.5.1. Review deceased's correspondence to identify potential creditors with a claim for or against the estate.

13.14.5.2. If there is a charge to publish the announcements of death, this expense must be paid using Operation and Maintenance Funds. (T-2)

13.14.6. Provide completed DD Form 139, Pay Adjustment and Authorization, with bills for member's debts within 2 weeks of the date of death to local Financial Services Office. Include information in the Case Management System for Defense Finance and Accounting Service to compute final pay.

13.14.7. Completes and signs a DD Form 1351-2, *Travel Voucher or Subvoucher*, if the deceased member was on temporary duty or enroute to a permanent change of station, submits the voucher with the member's orders (reference AFI 65-114, *Travel Policy and Procedures for Finance Support Offices and Finance Reserve Component*).

13.15. Inventorying Property. The Summary Courts Officer:

13.15.1. Inventories all property on DD Form 1076.

13.15.2. Promptly gathers the uniform and clothes needed for burial and gives to Mortuary Officer or Technician, when requested by the Person Authorized to Direct Disposition. Consideration should be given to providing a new uniform to allow the Airman's uniform to be retained by the family for sentimental purposes if requested.

13.15.3. Collects organizational clothing and equipment. Turns in organizational clothing and equipment to the responsible supply officer (see [paragraph 13.9](#) for organizational clothing that may be offered to the authorized recipient).

13.15.4. Removes any questionable items and determines the disposition of this property based on the following criteria:

13.15.4.1. Categories of Questionable Property. Questionable property falls into one of three categories:

13.15.4.1.1. Category 1 - Property with no intrinsic or sentimental value which includes, but is not limited to, items which have no resell value (for example, used toothpaste, soap, deodorant, lotions, shampoo, tobacco, magazines, candy, opened food items) or items which are not allowed to be shipped IAW Joint Personal Property Shipping Office requirements, such as liquids, corrosives, flammables, or oils.

13.15.4.1.2. Category 2 - Property that is unfit to forward to the Person Eligible to Receive Effects. This includes, but is not limited to, mutilated items; items damaged beyond repair, burned, soiled with blood or bodily fluid, or are unsanitary. This also includes pornographic items magazines and paraphernalia.

13.15.4.1.3. Category 3 - Inflammatory property which includes, but is not limited to, items which could cause further grief to the Person Eligible to Receive Effects such as compromising pictures, videos, personal letters, etc.

13.15.4.2. Criteria for Disposition of Questionable Property in Categories 1 and 2. Destroy property items determined to be in Category 1 or Category 2 only with written confirmation by the authorized recipient. The Summary Courts Officer has no authority to destroy personal property in these two categories without authorization.

13.15.4.2.1. When possible, make soiled, bloodstained, or torn clothing presentable by the Summary Courts Officer or Mortuary Officer using Force Support Squadron Operation and Maintenance Funds to cover cleaning expenses through commercial vendors. However, the person eligible to receive effects should be asked if they would like to have the items, and if so, state the condition of the items and they want cleaned before return.

13.15.4.2.2. Opened mail, papers, photographs, videotapes, books, magazines, and other such items will be screened for suitability. The Summary Courts Officer should pay close attention to cell phones, iPods, digital cameras, and computers to ensure these and like devices do not contain unfit items. If so, make every attempt to remove this data and transfer it from the device to a storage medium for retention until obtaining a decision on destruction.

13.15.4.2.3. Exposed, but unprocessed film will be processed using Force Support Squadron Operation and Maintenance Funds and screened for suitability. The Mortuary Officer will ensure Force Support Squadron funds are available to the Summary Courts Officer to cover these expenses.

13.15.4.3. Criteria for Disposition of Questionable Property - Category 3. The possession of and decision to destroy inflammatory items *will not* involve the Person Eligible to Receive Effects. Annotate these items on a separate DD Form 1076 and turned over to the Mortuary Officer. The Mortuary Officer will retain the questionable property for a minimum of 45 days following receipt of all other property by the Person Eligible to Receive Effects, in the event the Person Eligible to Receive Effects requests information pertaining to these items. Once 45 days have passed without any inquiry regarding the questionable property, the Mortuary Officer should destroy the questionable property. All destruction of personal property must be coordinated with the installation legal office. **(T-0)**

13.15.4.4. Items prohibited for shipment will be disposed of according to existing directives; however, privately owned firearms and ammunition may be shipped to the Person Eligible to Receive Effects through an individual or company with a Federal Firearms License and in accordance with Traffic Management Office policies and Customs entry requirements. If the Person Eligible to Receive Effects is a minor, the shipment will be required to go through their guardian who is at least 18 (for long guns) or 21 (for handguns) years of age. Ammunition may be shipped as arranged by the Person Eligible to Receive Effects or disposed of using local procedures.

13.15.5. The Summary Courts Officer will provide a list, of all items withdrawn and disposed of to the Mortuary Officer for inclusion in the official Summary Courts Officer File.

13.15.6. Methods of destruction. The Summary Courts Officer, in coordination with the Mortuary Officer, may destroy and dispose of inappropriate items by incineration, shredding, or mangling. Destruction must be absolute, obliterating all evidence of the prior owner's and other related person's identity, and rendering the item useless and without any value. **(T-0)**

13.16. Disposing of Identification (ID) and Military Documents. Military ID cards or Computer Access Cards, Military Driver's Licenses, and other documents the deceased member may have carried are extremely powerful mementos for surviving family members and every attempt should be made to return these items to the families. Summary Courts Officers may work with the Military Personnel Section (MPS), Logistics Readiness Squadron (LRS), and other offices to clear these accounts and then return the cards to family members.

13.16.1. Summary Courts Officer gives ID tags to the Mortuary Officer to place with the body or send with personal effects. EXCEPTION: If remains have already been shipped and Person Eligible to Receive Effects did not request to be sent with personal effects, send the ID tags, as part of personal property shipment, to the Person Eligible to Receive Effects.

13.16.2. Summary Courts Officer gives the DD Form 2293, *US Government Motor Vehicle Operator's ID Card*, to the Person Eligible to Receive Effects after clearing with Logistics Readiness Squadron.

13.16.3. Summary Courts Officer clears DD Form 2, *Armed Forces ID Card*, DoDCIO/OUSD (P&R), United States DoD/Uniform Service Identification Card, with the personnel records custodian and then provides it to the Person Eligible to Receive Effects. IAW AFI 36-3026, Table 12.2, Item #4, all DD Form 2s provided to the Person Eligible to Receive Effects, or next of kin, must be terminated, have the certificates revoked and have a hole punched through the integrate circuit chip prior to its release. **(T-0)**

13.16.4. Summary Courts Officer safeguards military documents and submits any classified documents to the proper authorities for disposition.

13.17. Disposing of Mail and Personal Papers. The Summary Courts Officer:

13.17.1. Marks mail received for the member after death with the word, "DECEASED", endorses it, takes it to the servicing post office for return to sender, and keeps a record of the items returned.

13.17.2. Forwards all personal papers promptly by registered mail to the Person Eligible to Receive Effects and keeps a record of the forwarded items.

13.18. Disposing of Funds and Negotiable Instruments. The Summary Courts Officer may:

13.18.1. If requested by the Person Eligible to Receive Effects, notify financial institutions of the death and arrange to have the accounts closed and the funds forwarded to the Payable on Death designee or, if no such designation was made by the decedent, to the Person Eligible to Receive Effects.

13.18.2. Pay off a deceased member's local or government debts with available cash and collected money for debts owed to the member. Get a receipt for payment and record all cash transactions on DD Form 1076.

13.18.3. Give unused cash to the Person Eligible to Receive Effects, if that person lives in the local area. If the Person Eligible to Receive Effects lives outside the area and you need to mail the money, take it to the local Comptroller Squadron for conversion to a US Treasury check payable to the Person Eligible to Receive Effects. (reference DoD 7000.14-R, Volume 5, *DoD Financial Management Regulation*, Chapter 7)

13.18.4. Give foreign currency to the local Comptroller Squadron for conversion to a US Treasury Check. **NOTE:** If the currency exceeds the amount authorized in DoD 7000.14-R, Volume 5, *DoD Financial Management Regulation*, give an application to the installation commander to certify Air Force personnel acquired the currency properly. **NOTE:** Include souvenir currency with the deceased member's personal property.

13.19. Shipping Items. The Summary Courts Officer coordinates with the Traffic Management Office to arrange shipment of household goods. Permanent Change of station funds are used to move personal property of deceased personnel on active duty. Permanent Change of station funding classifications for officers and enlisted members are annotated on DD Form 1300.

13.19.1. The Summary Courts Officer:

13.19.1.1. May ship one vehicle owned by the member or member's legal dependent. **(T-1) NOTE:** Vehicles shipped from a foreign country must meet US safety and pollution requirements. The Summary Courts Officer must receive written authorization from lien holder to ship vehicles encumbered by a lien. **(T-0)**

13.19.1.2. May be able to ship a boat as a household good. Contact Traffic Management Office for guidance.

13.19.1.3. May not ship pets at government expense (refer to Title 37 U.S.C. and DoD 4515.13- R, *Air Transportation Eligibility*). **(T-0)**

13.19.1.4. Immediate care may be needed for a pet(s) owned by a single member or member without family in the immediate area. Work with the member's unit if at all possible to provide temporary pet care until the Person Eligible to Receive Effects can assume those responsibilities either by way of professional pet care services, pet transport or some other method to ensure the health and safety of the pet(s). Ultimately the Person Eligible to Receive Effects is responsible for the care and transportation costs of the pet(s). The Person Eligible to Receive Effects may also decide to surrender the pet(s) to a local animal shelter or rescue facilities.

13.20. Packing and Storage Services. The Summary Courts Officer:

13.20.1. Contacts Traffic Management Office or items which cannot be shipped at government expense and for packing and storage services.

13.20.2. Advises the Person Eligible to Receive Effects of their right to personally arrange for disposition or give the Summary Courts Officer power of attorney to sell the items. Provides a list of shipping documents to be used.

13.20.3. Marks or tags all packages and items with the names and addresses of the sender and person eligible to receive effects.

13.20.4. Stores the property in the CONUS until the Person Eligible to Receive Effects provides disposition instructions.

13.20.5. Stores property from outside CONUS by shipping it to a CONUS port of entry for non-temporary storage pending disposition instructions.

13.21. Disposing of Property in Transit or in Non-temporary Storage. The Summary Courts Officer:

- 13.21.1. Obtains the location, weight, and cube of the deceased member's property from the Traffic Management Office.
- 13.21.2. Diverts the property if it is in transit or moves the property not in storage to the location specified by the Person Eligible to Receive Effects. **NOTE:** Do not inventory this property.
- 13.21.3. Advises the Person Eligible to Receive Effects of the property shipping date, mode, and anticipated date of delivery.
- 13.21.4. Distributes copies of DD Form 1076.

13.22. Disposing of Property Without a Recipient. The Summary Courts Officer will:

- 13.22.1. Ask the Mortuary Officer for help if a Person Eligible to Receive Effects is not found.
- 13.22.2. Collect from local debtors and pay local creditors.
- 13.22.3. Inventory property on DD Form 1076, as needed.
 - 13.22.3.1. Traffic Management Office will hold property for at least 30 days following the death.
 - 13.22.3.2. If no Person Eligible to Receive Effects comes forward within 30 days, sell the property and use the funds collected from the sale to pay any remaining local debts. Record all cash transactions on DD Form 1076.
 - 13.22.3.2.1. Do not sell:
 - 13.22.3.2.1.1. Articles of keepsake value such as medals or insignia (refer to 10 U.S.C. 9712[e]).
 - 13.22.3.2.1.2. Stocks, bonds, evidence of bank accounts, or any other forms of purely commercial paper.
 - 13.22.3.3. Give all unused cash and checks, with DD Form 1076, to the local Comptroller Squadron for deposit (reference DoD 7000.14-R, Volume 5).
- 13.22.4. Make sure the Comptroller shows receipt of the funds by signing and returning DD Form 1076.
- 13.22.5. Place signed original DD Form 1076 in the summary court file.

13.23. Closing the Summary Court File. The Summary Courts Officer:

- 13.23.1. Places a chronological account of all summary court transactions with supporting documents in the file.
- 13.23.2. Places the signed DD Form(s) 1076 in the file. Documents unsuccessful efforts made to get the forms signed.
- 13.23.3. Prepares electronic staff summary sheet and package to be coordinated through Mortuary Officer and Staff Judge Advocate for final signature by Installation Commander.
- 13.23.4. Gives the completed file to the Mortuary Officer.

13.23.5. The Mortuary Officer forwards the Summary Courts Officer file to the Installation Commander for approval and signature.

13.23.5.1. The Summary Courts Officer File is the only portion of a Mortuary Case File which is forwarded to the Installation Commander to be signed and closed.

13.23.6. Close property actions within 120 days of appointment of Summary Courts Officer. However, the Installation Commander may grant an extension up to 60 additional days. The AFMAO Commander may grant extensions beyond the 60 days granted by the Installation Commander.

13.23.7. Once the work is completed, the Summary Courts Officer telephones the Person Eligible to Receive Effects and follows-up with a letter providing contact numbers or address in the event they have questions in the future.

Section 13D—Disposing Of Property and Settling Accounts For Other Individuals

13.24. Missing, Detained, and Captured Persons. Military Personnel.

13.24.1. Once a member is declared missing, if Person Eligible to Receive Effects is not in local area, the Mortuary Officer secures and holds the property for at least 30 days or until a member's status is changed from missing to detained, captured, or the member returns.

13.24.1.1. If the missing member returns, the property is released back to the member.

13.24.2. If, after 30 days, the member's missing status does not change or when the member's status is changed to detained or captured, and the Person Eligible to Receive Effects is not in the local area, the installation commander appoints a uniformed member meeting the qualifications of a Summary Courts Officer.

13.24.2.1. The appointed uniformed member secures the property from the Mortuary Officer, inventories, and gives or ships the property to the person who would have been the Person Eligible to Receive Effects had the member been declared dead.

13.25. Duty Status Whereabouts Unknown (DUSTWUN). The Mortuary Officer secures and holds property for up to 10 days pending the return of the person to military control or a change in status to deceased, missing, detained, or captured.

13.26. Medically Evacuated, Hospitalized, or Mentally Incompetent Personnel.

13.26.1. After permanent disposition of evacuated or hospitalized member has been determined that member will not return to his or her current installation:

13.26.1.1. The Person Eligible to Receive Effects, if present, arranges with Traffic Management Office to ship the property of disabled personnel.

13.26.1.2. When the Person Eligible to Receive Effects is not present, the Installation Commander appoints, in writing, a military member to make shipping arrangements.

13.26.1.2.1. The appointed military member gets disposition instructions, when possible, from the disabled person, and secures, inventories, and ships the property as instructed. EXCEPTION: If the disabled person is not of sound mind, get instructions from the Person Eligible to Receive Effects.

13.27. DoD Civilians. (Includes Appropriated Fund, Nonappropriated Fund, and Air Reserve Component technicians). The Installation Commander asks the Chief of Civilian Personnel or Nonappropriated Fund Human Resources Officer to appoint an Appropriated Fund or Nonappropriated Fund employee, in writing, to assist the Person Eligible to Receive Effects. If there is not an Appropriated Fund or Nonappropriated Fund employee available, the Mortuary Officer will appoint a military member.

13.27.1. For civilians in CONUS (including temporary duty) and U.S. possessions, decedent's personal property will be provided to the person appointed by Civilian Personnel, who will provide it to the Person Eligible to Receive Effects, if present. If the Person Eligible to Receive Effects is not present and the property cannot be shipped or claimed within a reasonable time, the person appointed by Civilian Personnel will deliver it with all available information to a recipient designated by the judicial officer or by the local civil government with jurisdiction over estates of deceased persons.

13.27.2. For civilians OCONUS (including Alaska and Hawaii).

13.27.2.1. If the Person Eligible to Receive Effects cannot be present, the Mortuary Officer or decedent's commander secures the property. The appointed person will inventory all property and ship IAW instructions received from AFMAO. The appointed person works with Traffic Management Office to ship property.

13.27.2.2. If the Person Eligible to Receive Effects lives in CONUS, AFMAO obtains disposition instructions and provides the information by message to the Mortuary Officer at the installation involved, who, in turn, will provide it to the appointed assistant. **NOTE:** In some geographic locations, the appointed assistant may need help from the American Embassy or other Foreign Service post in getting property from the civil domain. When no Air Force representative or Person Eligible to Receive Effects is present where the death occurred, the American Consulate officer should be asked to secure and hold the property pending receipt of disposition instructions from AFMAO.

13.27.3. After 45 days, unclaimed property or unshipped property will be delivered by the Mortuary Officer, or the appointed assistant, to the person designated by the judicial officer or the local civil government with jurisdiction over the estates of deceased persons.

13.27.4. The appointed assistant gives a completed travel voucher and orders for individuals who die while on temporary duty or permanent change of station enroute to the local Travel Pay Office who process and submit unpaid travel claims to local Defense Finance and Accounting Service office.

13.28. Contract Personnel Whose Property is in Possession of the Air Force.

13.28.1. For an employee who resides and dies while living in CONUS, the contractor appoints a representative.

13.28.2. For contract personnel who reside and die OCONUS, the contractor-appointed representative or an American Consulate officer:

13.28.2.1. Secures and inventories the property.

13.28.2.2. Delivers the property to the Person Eligible to Receive Effects upon receiving proof of entitlement.

13.28.3. Contractors pay to move property for contract personnel.

13.29. Foreign National Military Members Who Die While on Training in the United States.

13.29.1. The Mortuary Officer will coordinate with Air Force Security Assistance Training Squadron assistance:

13.29.1.1. Secures the property

13.29.1.2. Inventories it on DD Form 1076.

13.29.1.3. Forwards it to the appropriate Air Attaché at the parent country's embassy in the Office of Defense Cooperation.

13.29.2. The Air Attaché:

13.29.2.1. Turns the property over to the Air Force of the deceased member's country.

13.29.2.2. Forwards any DD Form 1173, *Uniformed Services Identification and Privilege Card*, or AF Form 354, *Civilian Identification Card*, found to the issuing agency shown on the card.

13.29.3. The Air Force of the deceased member's country advises the Air Attaché what to do with items which cannot be shipped.

13.29.4. The foreign government pays to move property for entitled foreign nationals.

13.30. Foreign National Civilian Employees. The Mortuary Officer:

13.30.1. Forwards AF Form 354 found on a foreign national civilian employee to the agency shown on the card.

13.30.2. Delivers personal property to the Person Eligible to Receive Effects.

13.30.3. Contacts the foreign embassy for assistance if the deceased person owned property in CONUS.

13.30.4. Delivers property which cannot be delivered or is not claimed within 45 days to the judicial officer of the local civil government that has jurisdiction over the deceased person's estate.

13.30.5. The foreign government pays to move property for entitled foreign nationals.

13.31. Pensioners, indigent patients, and persons who die on Air Force Installations.

13.31.1. If no Person Eligible to Receive Effects comes forward, the Installation Commander ensures the property is secured and notifies the state official responsible for people who die without a known Person Eligible to Receive Effects or a legal representative.

13.31.2. Use Operation and Maintenance Funds to pay for moving the property of indigents.

13.32. Traditional ANG or Dual Status Technician Members Who Die While Not In A Duty Status.

13.32.1. Traditional Air National Guard members or Dual Status Technician members, who die while not in an active duty status, are not eligible for a Summary Courts Officer. However, the Mortuary Officer is responsible for ensuring personal property and effects located on the Air National Guard Installation for any Traditional Air National Guard member or Technician member are collected, safeguarded, inventoried, and stored. The Mortuary Officer also identifies the authorized recipient for the deceased member's property and effects.

Section 13E—Wartime Personal Effects and Property Procedures

13.33. Personal Effects and Property:

13.33.1. Personal Effects. Ship any personal items, organizational clothing or equipment located on the remains with the remains.

13.33.2. Personal Property. Any property not on the remains will be shipped as personal property. The Mortuary Officer or decedent's commander will secure property while the Installation Commander appoints a Summary Courts Officer. The appointed Summary Courts Officer will inventory and account for property and ship to the Theater Personal Effects Depot, if established, or the coordinate with the Mortuary Officer to ship to the Joint Personal Effects Depot.

13.33.3. Theater Personal Effects Depot (TPED). The Theater Personal Effects Depot is responsible for the receipt, safeguard, inventory (when required), storage, palletizing, and evacuation of personal property to Joint Personal Effects Depot. When the Theater Personal Effects Depot is located in the operational area, the depot may process the personal property of deceased US military personnel, U.S. civilians and others, multinational partner, local national, and adversary personnel that come into custody of the U.S. military. In the case of multinational partner, third country, local national, and adversary personal property, the Theater Personal Effects Depot will work to return those effects back to the originating country representative as promptly as possible.

13.33.3.1. If a Theater Personal Effects Depot is not established, ship personal property to the Joint Personal Effects Depot. **(T-1) NOTE:** Personal effects must stay with the remains to be processed at the Port Mortuary.

13.34. In Forward Areas:

13.34.1. Unit commanders must recover and secure personal property of military and civilian members who are reported dead, missing, detained, or captured and forward the property to the nearest Mortuary Officer for disposition. **(T-0) NOTE:** Personal effects found on or with the remains must stay with the remains. **(T-0)**

13.34.2. When wartime conditions do not allow removal of remains and collection of Personal effects, theater commanders will authorize burial of remains without removing or inventorying Personal effects.

13.34.3. When remains are moved to a collection point or cemetery, all personnel involved are responsible for safeguarding Personal effects. Personal effects will remain on the deceased.

13.35. In Rear Areas:

13.35.1. Commanders must recover and safeguard personal property of members who are reported dead, missing, detained, or captured and turn the personal property over to the appropriate Mortuary Officer. (T-0)

13.35.2. Installation commander appoints a Summary Courts Officer.

13.35.3. Mortuary Officer assists installation commander in appointing a Summary Courts Officer, briefs the Summary Courts Officer on responsibilities and coordinates personal property shipment to Theater Personal Effects Depot or Joint Personal Effects Depot, as appropriate.

13.35.4. Summary Courts Officer will collect, safeguard, and inventory decedent's personal property. Property may be located in various locations, to include living and working quarters, laundry, and Medical Treatment Facility, etc. Coordinate with the Mortuary Officer to ship decedent's property to Theater Personal Effects Depot or Joint Personal Effects Depot, as appropriate.

13.35.5. If member dies in medical treatment facility, medical personnel release remains and Personal effects through the evacuation process.

13.36. Disposing of the Property and Funds of Deceased Persons:

13.36.1. The Mortuary Officer inventories and sorts the property into the following groups prior to disposition:

13.36.1.1. Items of sentimental or intrinsic value.

13.36.1.2. Items of no intrinsic or sentimental value.

13.36.1.3. Explosives and highly combustible items are withdrawn and disposed of by appropriate means.

13.36.2. Forward all items to the Theater Personal Effects Depot or Joint Personal Effects Depot, as appropriate. When disposes of property, prepare three copies of DD Form 1076. Place the original in the personal property container, keep a copy for the originating unit, and forward one copy directly to Theater Personal Effects Depot or Joint Personal Effects Depot, as appropriate. Do not send a copy to the next of kin.

13.36.3. Take cash and other financial instruments to local Finance Office. The Finance Officer will issue a receipt for record and will forward financial instruments to their servicing Defense Finance and Accounting Service office for disposition IAW the DOD Financial Management Regulation, Vol. 5, Chapter 8.

13.36.4. If less than \$5.00 is found, forward the cash with the property.

13.36.5. If \$5.00 or more is found take it to the Finance Office, which will forward to Defense Finance and Accounting Service. Document on DD Form 1076.

13.36.6. Defense Finance and Accounting Service will issue a check for the amount turned in and send the check to the authorized recipient.

13.36.7. Places mutilated currency refused by Defense Finance and Accounting Service, in an envelope and sends it with the personal property. Records the disposition action on DD Form 1076, and forwards the form with the currency.

13.37. Effects Disposition for Allied Dead:

13.37.1. Commanders secure and handle personal property and effects of allied deceased the same as for U.S. military deceased. **EXCEPTION:** Do not pay or collect debts.

13.37.2. Include any money with the other personal property and forward with one copy of each DD Form 1076, clearly marked "ALLIED DEAD."

13.37.3. Send personal property to the Theater Personal Effects Depot, which will work to return those effects back to the originating country representative as promptly as possible. If no Theater Personal Effects Depot is established, coordinate with the Theater Mortuary Affairs Office for disposition or command headquarters responsible for arranging disposition with the country concerned.

13.37.4. The command headquarters forwards the property and effects inventories to the liaison officer.

13.37.5. Keeps a receipt, which becomes a permanent part of the records of the unit responsible for the burial.

13.37.6. Lists the personal property and effects on a memorandum advising the graves registration officer and higher headquarters of the burial when delivering the remains to a civilian cemetery.

13.38. Missing, Detained, or Captured Personnel.

13.38.1. If military or civilian personnel is determined to be missing, detained, or captured, installation commander will assign a person to secure, inventory, and ship property to Theater Personal Effects Depot or Joint Personal Effects Depot, as appropriate.

13.39. Return of a Missing Person. When a missing person returns, that person must submit a written request to the Theater Personal Effects Depot or Joint Personal Effects Depot, depending on location of personal property, for the return of funds and property.

13.40. Disposition of Classified Matter. Dispose of organizational property, log books, and records containing classified information as directed by higher authority and applicable security directives.

Chapter 14

INSTALLATION CEMETERY MANAGMENT

14.1. Installation Cemeteries Overview. This chapter applies to all cemeteries which the Air Force has responsibility. This instruction creates standards to provide guidance and direction for maintaining installation cemeteries befitting national shrines, as described in *Title 38 U.S. Code Section 2401*. Those cemeteries are divided into to the following categories:

14.1.1. Government Cemetery. Any cemetery where the preponderance of burial sites are military and family members. These cemeteries may be open (active) or closed (inactive). (see **Figure 14.1.**, List of Air Force Installation Cemeteries).

14.1.1.1. Open government cemeteries are those accepting new burials or reservations; honoring existing reservations; or accepting eligible family member burials in the same plot as an eligible relative already interred in the cemetery.

14.1.1.2. Closed government cemeteries are those no longer accepting burials. These closed cemeteries may be active, still honoring existing reservations but not allowing any new reservations, or inactive, officially closed to any new burials.

14.1.2. Private (Historical) Cemetery. The Air Force has no responsibility in cemetery maintenance or to inspect such property or facility unless a specific agreement was made and identified as such (e.g. land deed, conveyance or a Memorandum of Agreement). Unless specifically agreed to in a verifiable document, the Air Force is limited to health and safety issues regarding these cemeteries. There are two types of private cemeteries:

14.1.2.1. Private cemetery on installation land. A cemetery or burial plot located on installation property that, prior to its acquisition by the United States Government, was used to inter individuals.

14.1.2.2. Private cemetery on privately owned land. In some instances, the Air Force chose not to acquire a cemetery site and left to the cemetery site in private ownership, although the surrounding property was acquired.

14.1.2.3. The Air Force is only obligated in regards to these private cemeteries located within a military installation's boundaries for the following:

14.1.2.3.1. Allow egress for family members to visit their loved ones grave following existing procedures.

14.1.2.3.2. To maintain health and safety which typically entails mowing, trimming and the occasional removal of a fallen tree, but does not include repair of historic headstones, etc.

14.1.2.3.3. Place designated signage from installation entry point to the cemetery and at the cemetery location, and the delineating of the cemetery property (i.e., fence, etc).

14.1.2.3.3.1. For information on historical preservation, to check on the status or add the designation to a private or historical cemetery, contact your installation's Civil Engineer Real Property Office.

14.1.3. New cemeteries will not be established and existing cemeteries will not be expanded beyond present boundaries without congressional approval (IAW National Cemeteries Act of 1973). (T-0).

14.2. HQ USAF/A1S will:

14.2.1. Prescribe policies relating to installation government cemetery functions.

14.2.2. Designate an active military installation to maintain and supervise cemeteries on surplus Air Force installations that are not moved or otherwise disposed of when the installation becomes surplus and no longer has personnel to fulfill the requirement.

14.3. HQ USAF/A4C will:

14.3.1. Initiate action for disposal (classified for other use or liquidated as part of a base closure) of cemeteries as separate entities, according to applicable laws and directives.

14.4. AFMAO/CC will:

14.4.1. Be the Air Force representing member of the Cemetery Management Board. This Office of the Secretary of Defense level board is responsible for coordinating cemetery management policy and training guidance that focuses on industry standards and best practices, administrative and operational procedures, and recommendations on burial and memorialization service policy.

14.4.2. Coordinate with HQ USAF/A1SA on all policy matters.

14.4.2.1. Administer operations, serving as installations' POC for field questions and policy guidance, in coordination with HQ USAF/A1S as required.

14.4.3. Coordinate with each installation Government Cemetery Manager to ensure required training is scheduled and conducted no later than 180 days after personnel are appointed as a Government Cemetery Manager.

14.4.4. Coordinate with MAJCOM and Wing Inspector General to ensure compliance with DoD requirements for a cemetery inspection program for all Open and Closed Active installation cemeteries. AFMAO will provide Subject Matter Experts for cemetery inspections upon request by inspecting MAJCOM or Wing Inspector general (See [Paragraph 14.5.10](#) for additional inspection guidance).

14.5. The Installation Commander will:

14.5.1. Authorize interments or reservations according to policies. This includes signature on AF IMT 593, *Interment Record Base Cemetery*. The installation commander may delegate authority to the Mission Support Group commander, or designee, to also authorize interments. (T-3).

14.5.2. Be responsible for removal of remains and arranging re-interment (when possible, this action is coordinated with the Person Authorized to Direct Disposition). (T-0).

14.5.3. Be responsible for government cemetery administration, operations and maintenance, with the local Force Support Squadron providing day-to-day operational responsibility. (T-0).

14.5.3.1. Use the Command Support Program Element Code ***34f to operate and maintain cemeteries.

14.5.3.2. Maintain the administration, operations and maintenance records IAW records management as described in **Paragraph 14.13**.

14.5.4. Ensure private cemeteries are maintained when the government is specified in the conveyance, deed, or Memorandum of Agreement (see **Paragraph 14.14**). (T-2).

14.5.5. Procure small grave decorating flags and ensuring their placement for Memorial Day and removal thereafter. The Installation Commander will ensure all graves are decorated during the 7-day period immediately preceding Memorial Day. The flags are removed on the first working day following the observance of Memorial Day. The cemetery at the United States Air Force Academy may have flags placed upon the graves from the Friday before Memorial Day until the Monday after. (T-3).

14.5.6. Budget and appropriate expenses involved in operations, maintenance and restoration of installation government cemeteries, including plans pertaining to real property maintenance of the installation. (T-2).

14.5.7. Ensure a Government Cemetery Manager is designated for government cemeteries. (T-0).

14.5.8. Ensure family members or organizations associated with private cemeteries on installation property are assisted to gain access. (T-3).

14.5.9. Ensure the development of a cemetery local operating instruction, tailored to the local area, IAW **Paragraph 14.6.6**. (T-3).

14.5.10. Ensure the cemetery is inspected through the installation's Wing Inspection Team schedule annually. (T-0).

14.5.11. Ensure interment records are maintained. (T-3).

14.6. Force Support Squadron Commander or Director will:

14.6.1. Appoint in writing a Government Cemetery Manager for government cemeteries. Government Cemetery Manager may be civilian or military member. (T-0).

14.6.2. Assist family members and organizations with access, IAW Force Protection requirements, to all cemeteries, government and private, on installation property. (T-3).

14.6.3. Ensure Government Cemetery Manager attends unit-funded cemetery management training through Army National Military Cemeteries within six months of appointment, or first available date. Contact AFMAO for course slots. (T-0).

14.6.4. Oversee government cemetery administration, operations and management, to include coordination for cemetery maintenance, either through reimbursable basis with base civil engineering or through a contract. (T-3).

14.6.5. Maintain a 100 percent records-to-graves verification at government cemeteries. (T-0).

14.6.6. Develop local operating instructions, to include coordination with installation Civil Engineers for cemetery maintenance. OI should be tailored to the local area, covering operational areas of interment, disinterment, removal and reinterment, grounds maintenance, headstones, markers, niche covers, equipment maintenance, and facilities and grounds maintenance. (T-3).

14.6.7. Maintain cemetery self-inspection program. (T-3).

14.6.8. Be responsible to prepare and maintain a Memorandum of Understanding between the Force Support Squadron and the Civil Engineer Squadron, or include in the installation base plan, to formalize any cooperation and division of duties in the management and operations of cemeteries.

14.7. Base Civil Engineer will:

14.7.1. If identified, be responsible to maintain private cemeteries in accordance with conveyances, deed, or Memorandum of Agreement.

14.7.2. Be responsible to prepare and maintain a Memorandum of Understanding between the Force Support Squadron and the Civil Engineer Squadron, or include in the installation base plan, to formalize any cooperation and division of duties in the management and operations of cemeteries.

14.8. Government Cemetery Manager will:

14.8.1. Be appointed in writing by the Force Support Squadron Commander or Director. Government Cemetery Manager may be either a civilian or military member.

14.8.2. Attend unit-funded cemetery management training through Army National Military Cemeteries within 180 days of being appointed, or first class available. Course positions available through AFMAO. (T-0).

14.8.3. Be responsible for Government Cemetery operations, as described throughout this instruction, unless otherwise noted.

14.8.3.1. Ensure the Civil Engineer Squadron prepares, updates, and maintains the master cemetery plan with gravesites, markers, and facilities.

14.8.4. Ensure interment records are maintained.

14.9. Installation Government Cemeteries.

14.9.1. Eligibility.

14.9.1.1. United States Air Force Academy (USAFA) Cemetery. (See USAFA Instruction 34-501, *Using the USAF Academy Cemetery*, for eligibility criteria.)

14.9.1.2. Installation Government Cemeteries (does not include United States Air Force Academy):

14.9.1.2.1. Any member or retired member of the Armed Forces of the United States. (T-0).

14.9.1.2.2. The spouse, widow or widower, and minor children of the member in 14.9.1.2.1. Dependents are authorized burial only if the Service member is or will be interred in the same installation cemetery. A surviving spouse who has remarried and whose remarriage is void, terminated by death, or dissolved by annulment or divorce by a court with basic authority to render such decrees regains eligibility for burial unless it is determined that the decree of annulment or divorce was secured through fraud or collusion. (T-0).

- 14.9.1.2.3. An unmarried adult child incapable of self-support at the time of death because of a physical or mental condition. A request for interment at a desired installation cemetery must be sent to the installation commander. **(T-0)**.
- 14.9.1.2.4. Widows and widowers of Armed Forces members lost or buried at sea or officially declared permanently absent in status of missing or missing in action. **(T-0)**.
- 14.9.1.2.5. Military prisoners who die while in DoD custody and are not claimed by the person authorized to direct disposition of remains or other persons legally authorized to dispose of the remains. **(T-0)**.
- 14.9.1.2.6. Prisoners of war and interned aliens who die while under military control. **(T-0)**.
- 14.9.1.2.7. Unclaimed remains of indigents who have died on military installations but cannot be transferred to civil authorities. **(T-0)**.
- 14.9.1.2.8. Honorably discharged veterans with an immediate family member (wife, husband, minor child) who had been interred in the cemetery at an earlier date. Veterans not covered by this instruction may qualify for burial in a VA cemetery. **(T-0)**.
- 14.9.1.3. The following persons are not eligible for burial in an installation cemetery:
- 14.9.1.3.1. A father, mother, sister, brother, or in-law of a service member, if dependent on the member for support. **(T-0)**.

14.10. When the Family Member Died Before the Eligible Member.

- 14.10.1. 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 plans to be interred in the same grave or an adjoining (side-by-side) grave. This certificate is presented or promptly mailed to the base Mortuary Officer. The certificate states, "This is to certify that in consideration of the interment of the remains of my (spouse-child) (name), in the (name) installation cemetery, my remains will, upon my demise, be interred in the same or adjoining grave." **(T-3)**.
- 14.10.2. When a dependent child is interred prior to the death of either parent, the service member completes the certificate referenced in [paragraph 14.10.1](#). The certificate is completed with the understanding all available space in the occupied grave is used for any future family interment before the second grave can be used and this applies to the service member as well.
- 14.10.3. Additional eligible dependent family members can be interred before the death of the service member, provided not more than two side-by-side graves are used and the space reserved for burial of the service member.

14.11. Reserving Gravesites. Request adjoining or additional interment gravesite reservations for qualified family member or service member at the time interment arrangements for the first qualifying service member or family member. **(T-1)** Failure to reserve an adjoining gravesite does not preclude burial of qualified family member or service member in the same existing grave or removal of remains at private expense to a location where adjoining graves are available. Government Cemetery Manager will contact reservation holder every two years to verify reservation, using [Figure 14.1 Reservation Contact Memorandum Template](#). **(T-3)**.

Figure 14.1. Reservation Contact Memorandum Template.

	DEPARTMENT OF THE AIR FORCE HEADQUARTERS 55TH WING (ACC) NAME AIR FORCE BASE, STATE	Date
Henry H. Arnold, SMSgt, USAF Mortuary Affairs NCOIC ##gt Force Support Squadron 1054 Peacekeeper Missile Drive Name AFB, ST 12345		
Service Member or Family Member Address City, State 98765		
SUBJECT: Name AFB Cemetery Plot Reservation(s) Confirmation		
In order to maintain the currency of our base cemetery records, please confirm your plot reservation(s) for [Cemetery Name, Name Air Force Base].		
Please check the appropriate block below and return this letter within 30 days of receipt in the enclosed envelope.		
<input type="checkbox"/> Continue reservation for a plot's in the Offutt AFB cemetery <input type="checkbox"/> Discontinue/Cancel reservation		
_____ Signature		
_____ Current Address		
_____ Phone Number		
Please advise this office of any changes to your address and contact information. If at any time you wish to discontinue/cancel your reservation, please notify the Mortuary Affairs office immediately at (402) 294-5894 or by letter. Otherwise, you will be contacted by letter to reconfirm your reservation(s) every two years. Thank you for your prompt response.		
Henry H. Arnold, SMSgt, USAF Mortuary Affairs NCOIC ##gt Force Support Squadron		

14.12. Disposal. When feasible, installation 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 Person Authorized to Direct Disposition or other relatives. Once a cemetery disposal is complete, it cannot be reacquired without prior approval of an acquisition request as outlined in AFI 32-9001, *Acquisition of Real Property*. (T-1).

14.13. Record and Reports. The Force Support Squadron will maintain a complete record of interments in base cemeteries **(T-3)**. As of 1 October 2015, upon the event of a new burial, the AF Form 593, *Interment Record-Base Cemetery*, is prepared, as well as additional documents listed in Paragraph 14.13.1.2. The original is filed for record (hardcopy or electronic) and a duplicate, if applicable, will be placed in the mortuary folder. Maintain all records with the Force Support Squadron IAW AFI 33-322, *Records Management Program*. 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, *Records Disposition-Procedures and Responsibilities*.

14.14. 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. Maintain storm drainage systems to the extent necessary to prevent soil erosion and recurrent flooding. The Installation Commander will ensure all maintenance of cemeteries, either through reimbursable basis with base civil engineering or through a contract, is confined to existing facilities or is accomplished according to the standards prescribed in the following paragraphs: **(T-3)**.

14.14.1. Maintain Grounds in accordance with the CSAF-specified Air Force Common Output Level Standards levels.

14.14.2. Maintain grounds to include: mowing as season dictates, 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. If trees and shrubs have to be removed due to growth into a fence line, beautify the grounds as needed to present a desirable appearance.

14.14.3. Maintain all roads and walkways in a manner that protects the government investment. Keep them in safe condition. Apply dust palliatives to roads and walkways where necessary. **(T-3)**.

14.14.4. 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. Repair fences when they are broken. **(T-3)**.

14.14.5. Keep grave markers clean and neat in appearance at all times. For VA or historical military markers, replace only when defaced or damaged to the extent that they no longer present an acceptable appearance and is beyond repair. Reset and realign headstones when necessary (such as in the event of sunken graves) to maintain uniformity of appearance and arrangement. **(T-3)**.

14.14.5.1. Headstones no longer useable must be disposed of in a manner that prevents reuse. **(T-3)**.

14.14.6. Maintain water distribution systems as necessary to provide a supply of water adequate to meet requirements for the cemetery. **(T-3)**.

14.14.7. 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, to include a turf plan, ground maintenance schedule. **(T-3)**.

14.14.8. Do not initiate new construction work at government cemeteries without prior approval from AFMAO. Improvements, alterations, or extensions to existing facilities are only authorized with approval from AFMAO. The replacement of, or major repairs to, existing roads, walkways, grounds, fences, buildings, drainage facilities or other features can be accomplished when determination is made that the cemetery is remaining indefinitely and its maintenance continues to be the responsibility of the Department of the Air Force. **(T-3)**.

14.14.9. Maintain signage for military and private cemeteries in convenient, noticeable locations. Signage should remain in a clean, legible and accurate state and in good repair. If applicable, hours are to be posted in a prominent location. **(T-3)**.

14.14.10. Environmental Quality Funding may be used if the grave(s) or cemetery is either a National Historic Landmark, a part or in total a National Historic Landmark District. A National Historic Landmark is a building, site, structure, or object that is officially recognized by the United States government for its outstanding degree of historical significance. A National Historic Landmark District is a historic district that has received similar recognition.

14.14.11. Private and historical cemeteries which were incorporated during an installation's establishment, and whose conveyance or deed gives maintenance responsibility to the government, will only be held to the standards specifically listed in 14.1.3.3.

14.15. Administering Government Cemetery Operations.

14.15.1. Record and Reports. The Government Cemetery Manager is responsible to maintain 100 percent graves registration; a complete record of interments in installation government cemeteries. Upon event of a new burial (interment or inurnment), the AF Form 593, *Interment Record Base Cemetery*, will be prepared. The original is filed for record electronically and, if applicable, is placed in the mortuary case folder. All records is maintained electronically, with periodic backups, IAW AFI 33-322, *Records Management Program*. On closure of an installation where a government cemetery is located, the Base Records Manager requests disposition instructions for cemetery and burial records in accordance with AFI 33-364, *Records Disposition-Procedures and Responsibilities*. **(T-2)**.

14.15.1.1. Cemetery interment records, documented on the AF Form 593, *Interment Record – Base Cemetery*, need to include the Name, Date of Birth, Date of Death, Date of Interment, Branch of Service, Relation to the Sponsor, and Burial location and Depth of burial site.

14.15.1.2. Each interment record should include a geospatial mapping of the grave site, digital photo records of each headstone and casket or urn at the grave site, death certificate, a verified cremation certificate (if applicable), a DD 214 (if retired or veteran), AF Form 593, Person Authorized to Direct Disposition and Primary Next of Kin contact information, and documentation of decedent chain of custody marked in the Remarks section of AF Form 593. In addition, a copy of VA Form 40-1330 should be marked submitted with the date of submission and then annotated with the date of arrival of the headstone. **(T-0)**.

14.15.1.3. Installations with a master tracking tool for their cemetery meets the requirements listed in 14.13. on having a digital record and geospatial mapping of each grave and interment record.

14.15.2. Headstones. Military headstones are only authorized from the Department of Veterans Affairs, via VA Form 40-1330. The Government Cemetery Manager or designated representative may submit directly to the VA, using the Veterans Affairs Memorial Processing Site. **(T-3)**.

14.15.2.1. Graves should be permanently marked with their headstone within 10 days of interment, but must be placed no later than 180 days following interment. **(T-2)** Extensions may be granted by the Government Cemetery Manager on a case-by-case basis. The Government Cemetery Manager should have a memo on file signed by the family stating a forthcoming decision will be made for any extension beyond the 10 days following interment.

14.15.2.2. Inscriptions on headstone are accurate and complete and should be same as on interment records. **(T-0)**.

14.15.2.3. Replacement VA headstones can be obtained by submitting VA Form 40-1330 hardcopy, or may be obtained through the Veterans Affairs Memorial Processing Site website (www.cem.va.gov).

14.15.3. Property Logs of Cemetery Equipment. Track and maintain cemetery property IAW AFI 23-101, *Material Management*. If equipment is maintained by organization outside of the Force Support Squadron along with Government Cemetery Manager responsibilities, an Memorandum of Understanding and a copy of the property logs should be maintained on file at the cemetery. **(T-3)**.

14.15.4. Prepare, update, and maintain master cemetery plan with gravesites, markers, and facilities.

14.15.5. Use of the Flag. The flag of the United States may be displayed at government cemetery every day at least during daylight hours. If properly illuminated, flag may be displayed 24-hours a day. The flag will be brought to half-staff on the day of a funeral and will remain in that position until the end of the duty day. The cemetery flag will not be flown at half-staff except for funerals and as provided in AFI 34-1201, *Protocol*. **(T-0)**.

14.15.6. Chain of custody requirements. Government Cemetery Managers ensure verification and documentation is completed to establish and maintain an absolute positive chain of custody of all casketed or cremated remains from initial receipt to final disposition, to include the funeral home and the cemetery. Chain of custody will be documented on the AF Form 593 in the remarks block and include the custodian's signature and full name and the date and time of transfer, along with the receiver's signature and full name. **(T-3)**.

Figure 14.2. Installation Cemeteries by Type.

OPEN CEMETERIES		CLOSED CEMETERIES	
<u>ACTIVE</u>	<u>INACTIVE</u>	<u>ACTIVE</u>	<u>INACTIVE</u>
United States Air Force Academy	N/A	Fairchild AFB, WA	Volk Field, WI
		F.E. Warren AFB, WY	
		Offutt AFB, NE	

<u>HISTORICAL AND PRIVATE CEMETERIES</u>	
(Included for reference as listed in Para 14.1.3.)	
Joint Base Andrews, MD (2-1940s)	Patrick AFB, FL
Arnold AFB, TN (6)	Robins AFB, GA (1840s)
Cape Canaveral AFS, FL (10)	Scott AFB, IL (pre-Civil War)
Joint Base Charleston, SC (1800s & 1920s)	Smoky Hill ANG Range, KS (1800s)
Dobbins AFB, GA (Sharecropper and Slave Cemetery)	Seymour-Johnson AFB, NC
Dover AFB, DE	Tinker AFB, OK
Eglin AFB, FL (19)	South Portland, ME (early 1700s)
Edward AFB, CA (Pet Cemetery)	Tyndall AFB, FL (1958)
Grand Forks, ND (Pet Cemetery)	Wright Patterson AFB, OH (2)
Joint Base Langley-Eustis , VA (4 & Work Projects Administration Cemetery)	Vandenberg AFB, CA
Joint Base McGuire-Dix-Lakehurst, NJ	

SHON J. MANASCO
Assistant Secretary of the Air Force
Manpower and Reserve Affairs

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

Title 10, United States Code Section 1072, 1482, 1491, 1501

Title 38, United States Code Sections 2401

16 CFR FTC Rule 453

Joint Travel Regulation, *Uniformed Service Members and DoD Civilian Employees*, 1 October 2018

DFARS Subpart 237.70, *Mortuary Service*

DFAS-DER 177-102, 177.2R

DoD 4515.13-R, *Air Transportation Eligibility*, November 1994

DoDD 1300.22, *Mortuary Affairs Policy*, 30 October 2015

DoDI 1300.15, *Military Funeral Support*, 27 December 2017

DoDI 1300-18, *Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures*, 8 January 2008

DoDI 1344.08, *Interment Allowance for Deceased Military Personnel*, 11 March 2009

DoD Financial Management Regulation, Vol 7A

AFPD 10-25, *Emergency Management*, 28 April 2014

AFPD 34-1, *Air Force Services*, 11 October 2018

AFI 10-2501, *Air Force Emergency Management (EM) Program*, 19 April 2016

AFI 11-209, *Participation in Aerial Events*, 22 May 18

AFI 11-402, *Aviation and Parachutist Service*, 24 Jan 2019

AFI 23-101, *Air Force Materiel Management*, 12 December 2016

AFI 24-301, *Vehicle Operations*, 5 May 2016

AFI 31-101, *Integrated Defense*, 5 July 2017

AFI 32-9001, *Acquisition of Real Property*, 28 September 2017

AFI 32-9004, *Disposal of Real Property*, 24 September 2018

AFI 33-322, *Records Management Program*, 4 June 2012

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 Jan 2015

AFI 33-364, *Records Disposition - Procedures and Responsibilities*, 22 December 2006

AFMAN 34-240, *Food Service Program Management*, 2 May 2005

AFI 34-1201, *Protocol*, 4 June 2017

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 25 June 2013

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-2905, *Fitness Program*, 21 October 2013

AFI 36-3026 V1-IP, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members and Other Eligible Personnel*, 4 August 2017

AFI 36-3002, *Casualty Services*, 20 June 2017

AFI 65-114, *Travel Policy and Procedures for Finance Support Offices and Finance Reserve Component*, 26 August 2005

AFI 44-153, *Disaster Mental Health Response and Combat and Operational Stress Control*, 29 May 2014

AFI 48-145, *Occupational and Environmental Health Program*, 11 July 2018

AFI 64-102, *Operational Contracting Program*, 9 October 2014

AFI 64-117, *Government Purchase Card Program*, 22 June 2018

AFI 91-202, *The US Air Force Mishap Prevention Program*, 24 June 2015

AFI 91-204, *Safety Investigations and Reports*, 27 April 2018

DoD 7000.14-R, Vol 5, *DoD Financial Management Regulation*, “Disbursing Policy,” November 2017

Quadripartite Standardization Agreements (QSTAG) 655

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*

USAF AI 34-501, *Using the USAF Academy Cemetery*, 13 November 2018

48 CFR 237.7000-7004, Code of Federal Regulation

Geneva Convention Relative to the Treatment of Prisoners of War, 12 August 1949

National Cemeteries Act of 1973

Base Honor Guard Manual

Family Assistance Representative Quick Reference Guide

Family Assistance Representative Brochure

Escort Guide Book

Prescribed Forms

AF Form 57, *Mortuary Guide*

AF Form 970, *Statement of Disposition of Remains*

AF Form 1946, *Honor Guard Checklist*

AF Form 1947, *Escort Report*

Adopted Forms

AF Form 55, *Employee Safety and Health Record*

AF Form 593, *Interment Record Base Cemetery*

CJMAB Form 1, *Disposition of Remains Election Statement Initial Notification of Identified Partial Remains*

CJMAB Form 3, *Disposition of Remains Election Statement Notification of Subsequent Identified Partial Remains*

CJMAB Form 4, *Election for Air Transportation of Remains from a Theater of Combat Operations*

CJMAB Form 8, *Disposition of Organs Retained for Extended Examination*

DD Form 2, *Armed Forces ID Card*

DD Form 139, *Pay Adjustment and Authorization*

DD Form 214, *Certificate of Release or Discharge from Active Duty*

DD Form 565, *Statement of Recognition of Deceased*

DD Form 1075, *Convoy List of Remains*

DD Form 1076, *Military Operations Record of Personal Effects of Deceased Personnel*

DD Form 1077, *Collection Point Register of Deceased Personnel*

DD Form 1131, *Cash Collection Voucher*

DD Form 1173, *Uniformed Services Identification and Privilege*

DD Form 1300, *Report of Casualty*

DD Form 1351-2, *Travel Voucher or Subvoucher*

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 (Contracted Mortuary Facility)*

DD Form 2064, *Certificate of Death Overseas*

DD Form 2065, *Disposition of Remains - Reimbursable Basis*

DoDCIO/USD (P&R), *United States DoD/Uniform Service Identification Card*

VA 27-2008, *Application for United States Flag for Burial Purposes*

VA Form 40-1330, *Claim for Standard Government Headstone or Marker*

Standard Form 1034, *Public Voucher for Purchases and Services Other than Personal*

Air National Guard Mortuary Worksheet

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service
AFB—Air Force Base
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFMAO—Air Force Mortuary Affairs Operations
AFSVA—Air Force Services Activity
AFMES—Armed Forces Medical Examiner System
AFPD—Air Force Policy Directive
AWOL—Absent Without Leave
BTB—Believed To Be
CJMAB—Central Joint Mortuary Affairs Board
CONUS—Continental United States
CSAF—Chief of Staff of the Air Force
DoD—Department of Defense
DoDD—Department of Defense Directive
DUSTWUN—Duty Status – Whereabouts Unknown
HQ AFPC—Headquarters Air Force Personnel Center
HQ USAF/A1S—Headquarters Air Force, Director of Services
AF/A33—Headquarters Air Force Director of Current Operations
AF/A300—Headquarters Air Force, Air Force Operations Group
AF/CVA—Assistant Vice Chief of Staff and Director of the Air Force
AF/A4C—Headquarters Air Force, Directorate of Civil Engineers
IAW—In Accordance With
JPED—Joint Personal Effects Depot
JMAO—Joint Mortuary Affairs Office
MAJCOM—Major Command
MIA—Missing-in-Action
MilAir—Military Airlift
OCONUS—Outside the Continental United States
PADD—Person Authorized to Direct Disposition
PNOK—Primary Next of Kin

POW—Prisoner of War

SCO—Summary Courts Officer

SecAF—Secretary of the Air Force

SFOI—Security Forces Investigations

S&R—Search and Recovery

USO—United Services Organization

VA—Veterans Affairs

Terms

Authorized Partnership Provider Program—To support the military honors mission, Congress has provided for the Authorized Provider Partnership Program. This program allows members of veterans' and other organizations to participate with the Armed Forces in providing Military Funeral Honors. In addition, these volunteers will be reimbursed for their expenses. DoD Instruction 1300.15, authorizes inclusion, training, and reimbursement of expenses for the authorized providers.

Capital Crime—Any criminal charge which is punishable by the death penalty.

Commingled Remains—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.

Defense Eligibility Enrollment Reporting System—The DoD system to track eligibility of military member and their dependents.

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.

Duty Status—Whereabouts Unknown (DUSTWUN)—A transitory casualty status, applicable only to military personnel, which is used when the responsible commander suspects the member may be a casualty whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definite determination of missing or deceased. Authorities may assign this status for no longer than 10 days. On or before that time, the status is changed to “returned to military control,” “missing,” or “deceased.”

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.

Group Burial or Interment—The burial or interment of commingled remains that cannot be individually identified by the convening medical authority to specific persons involved in a common incident. There must be at least one Airman that died in the incident whose individual identified remains are incomplete for Air Force to participate. Or there was at least one Airman involved in the incident and none of the remains have been identified to the Airman, thereby resulting in the inability to exclude the likelihood that a portion or portions of the Airmen remains are incorporated in the unidentifiable commingled remains.

Hardwood Flag Case—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.

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.

Missing (Person)—The casualty (person) not present at his or her duty location due to apparent involuntary reasons and whose location is unknown. (*NOTE:* There are several subcategories of the term “missing”.) Also defined as a person reported as missing under the Missing Persons Act, as amended (10 U.S.C. 1501). The Staff Judge Advocate rules on questionable cases.

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.

Personal Effects—Personal effects are any personal item, organizational clothing or equipment physically located on the remains. Do not treat personal effects shipped with the remains or directly to the authorized recipient in the same manner as personal property. The SCO will dispose of personal property at a later date.

Personal Effects Having Intrinsic or Sentimental Value—Items such as jewelry, wallets, eyeglasses, medals, insignia, diaries, letters, books, keepsakes, religious items, cameras, writing instruments, monetary instruments.

Personal Papers—Items such as personal letters, purchase agreements, insurance policies, negotiable instruments, and mail received before death.

Personal Property—Items such as household goods, personal clothing, electronic equipment (computers, cameras, tablets, portable music devices, etc.), mail and personal papers, privately owned vehicle, and movable property used or owned by the person. The term does not include interests in real property.

Privately Owned Vehicle—A privately owned conveyance primarily used to carry passengers (not to exceed a 9-passenger capacity) such as sedans, station wagons, vans, trucks, jeeps, motorcycles, camper conversions, and other similar types of vehicles (refer to Joint Travel Regulation).

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.

Standard Operating Procedure—established or prescribed methods followed routinely for the performance of designated operations or in designated situations.

Unite—An abbreviator word that will be used in the death reports when remains are recovered with others but not individually identified. Do not use the designator until AFMAO/MA has processed the remains with identification specialists.

Viewable (View)—Remains are intact with face and hands having minor or no trauma, edema, dehydration, or discoloration that will be restored to a natural appearance. Condition of remains allows for dressing in uniform or other clothing selected by the PADD, Primary Next of Kin, or sponsor.

Viewable for Identification (View-ID)—Remains will or will not be fully intact with face and hands having moderate to severe trauma, edema, dehydration, discoloration that will be restored to an appearance suitable for visual recognition. Condition of remains allows for dressing in uniform or other clothing selected by the PADD, Primary Next of Kin, or sponsor.