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OF THE AIR FORCE**

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Services

MORTUARY AFFAIRS PROGRAM

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This Department of the Air Force Instruction (DAFI) implements Department of Defense Instruction (DoDI) 1300.15, *Military Funeral Support*; Department of Defense Directive (DoDD) 1300.22, *Mortuary Affairs Policy*; DoDI 1300.29, *Mortuary Affairs Program*, DoDI 2310.5, *Accounting for Missing Persons—Boards of Inquiry*; DoDI 4515.13, *Air Transportation Eligibility*; and Air Force Policy Directive (AFPD) 34-1, *Air Force Services*. This publication applies to all civilian employees and uniformed members of the regular Air Force, the Air Force Reserve, the Air National Guard and the United States Space Force. In collaboration with the Deputy Chief of Space Operations for Human Capital, Chief of the Air Force Reserve (AF/RE), and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the Mortuary Affairs Program. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive (DoDD) 5400.11, *DoD Privacy Program*. The applicable A0600-8-1c, AHRC DoD is available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Compliance with the attachments in this publication is mandatory. This publication may be supplemented at any level; all Major Command (MAJCOM) and Field Command (FLDCOM) level supplements require approval by the publication office of primary responsibility (OPR) prior to certification and approval. The authorities to waive wing or unit level requirements in this publication are identified with a tier (“T-0, T-1, T-2, T-3”) number following

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SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include change in the publication number from AFI 34-501 to DAFI 34-160, updates to tier requirements, and the addition of detailed guidance on installation cemetery management. This guidance also revises the process for denial of military funeral honors determinations and honor guard (HG) policy. The overall instruction is simplified and acronyms abbreviated 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 (PADD) of the remains. Base honor guard (BHG) provides military funeral honors, in memorial to the service and sacrifice of fallen Airmen and Guardians. **(T-1)**. **NOTE:** All required forms, templates and guides referenced in this publication may be found on the Air Force Mortuary Affairs Operations (AFMAO) SharePoint® or by contacting AFMAO.

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 duties. **(T-1)**. Mortuary officers and technicians must attend the Mortuary Officer (MO) or Mortuary Technician (MT) training course conducted by the Eaker Center and additional courses offered by AFMAO **(T-1)**. These courses may be attended online if in-person attendance is not being offered at the time. All personnel supporting the Mortuary Affairs Program must adhere to guidelines with regard to release of sensitive or personal information to protect details of fallen service members, their families or movement of human remains, and will be asked to sign a non-disclosure agreement or comparable product acknowledging such. **(T-1)**.

1.1.2. Installation Mortuary Plan. Installation commanders will ensure their mortuary plans are current and reviewed annually. The plans will include the following:

1.1.2.1. Current blanket purchase agreements (BPA) with local funeral homes **(T-1)**;

1.1.2.2. Include a map which outlines federal, state, concurrent or host nation jurisdiction areas **(T-1)**;

1.1.2.3. Required actions for the handling of individual deaths, search and recovery (S&R) operations, and mass fatalities occurring on or near the installation where the Department of Defense (DoD) and/or the Department of the Air Force has a vested interest. **(T-1)**.

1.2. Overview of the Mortuary Affairs Program. The Air Force Mortuary Affairs Program establishes mortuary affairs policies for past conflicts and other designated conflicts, and current operations, to include current deaths, to be implemented worldwide. The program provides for the search, recovery and evacuation of human remains; interment and disinterment of remains; care and disposition of missing and deceased personnel and the handling of their personal effects; the identification and forensic pathology investigations of deaths; mortuary services at the local level; contract and Service mortuaries; and disposition and mortuary benefits processing. Separate programs that are components of the Air Force Mortuary Affairs Program are:

1.2.1. The Base Honor Guard (BHG) Program. Provides for the rendering of ceremonial honors and military funeral honors (MFH). All guidance provided in **Chapter 7** must be followed in the execution of the installation HG Program. **(T-1)**.

1.2.2. The Family Assistance Representative (FAR) Program. Provides for a facilitator between the Department of the Air Force and the family. The FAR acts as a liaison to seek subject matter experts, resources, services or information to address family needs. All guidance provided in [Chapter 12](#) must be followed in the execution of the FAR Program. (T-1).

1.2.3. The Personal Property and Effects Program. Provides for disposition of personal effects (PE) and property of missing, captured and deceased Air Force military and civilian personnel. All guidance provided in [Chapter 13](#) must be followed in the execution of the Personal Property and Effects Program. (T-1).

1.2.4. The Installation Cemetery Management Program. Provides standards, guidance and direction for maintaining installation cemeteries befitting national shrines, as described in Title 38, USC § 2401, *Advisory Committee on Cemeteries and Memorials*. All guidance provided in [Chapter 14](#) must be followed in the management of Air Force cemeteries. (T-1).

Section 1B—Mortuary Affairs Program Roles and Responsibilities.

1.3. Air Force Services (AF/A1S).

1.3.1. Serves as primary advisor to the Chief of Staff of the Air Force (CSAF) and Chief of Space Operations (CSO) for all Mortuary Affairs and Base Honor Guard Programs.

1.3.2. Provides Mortuary Affairs and Base Honor Guard Policy and Program oversight. Ensures AFMAO has the required training, equipment, and resources to effectively operate the two Air Force mortuaries and BHG Programs.

1.3.3. Determines the requirement for the establishment of additional Air Force mortuaries, relocation or closure of the same in accordance with DoDD 1300.22. Prescribes policy and guidance on altering mortuary program operations pertaining to a national emergency.

1.4. AFMAO Commander (AFMAO/CC).

1.4.1. Ensures AFMAO has the required training, equipment, and resources to effectively execute the Air Force Mortuary Program and BHG Programs along with operating the Port Mortuary at Dover Air Force Base (AFB). (T-1).

1.4.2. Serves as the waiver authority for all items tiered as T-1 throughout this instruction, except for actions required of the AFMAO/CC. In those instances, AF/A1S will serve as the waiver authority at the T-1 level.

1.4.3. The Secretary of the Air Force (SecAF) delegates to the AFMAO/CC the approval authority to expand eligible family member travel, beyond the primary next-of-kin (PNOK) and two additional travelers (named by PNOK), to attend a dignified transfer (DT) at Dover AFB.

1.4.4. Is the final authority to consider requests for extensions to Summary Courts Officer (SCO) case files beyond 180 days.

1.4.5. Serves as the Air Force voting representative to the Central Joint Mortuary Affairs Board and Cemetery Management Board. (T-0).

1.4.6. Serves as DT host and establishes guidance for AFMAO leadership and other senior leaders to act as DT hosts in the AFMAO/CC's absence.

1.5. AFMAO.

- 1.5.1. Acts as the Office of the Secretary of Defense's designee in the execution of the DT process in accordance with DoDI 1300.29, *Mortuary Affairs Program*.
- 1.5.2. Establishes 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 a DT.
- 1.5.3. Serves as the BHG Program and MFH point of contact for the Air Force.
- 1.5.4. Operates, trains and equips the Port Mortuary on behalf of the SecAF.
- 1.5.5. Develops mortuary affairs procedures, techniques and processes, in addition to providing oversight for the execution of the Air Force Mortuary Affairs Program and related programs.
- 1.5.6. Creates and maintains case files for incidents in which an eligible military member (see [Section 2A](#)) is declared deceased but remains are not recovered, referred to as body not recovered (BNR). Gathers and stores all statistical data on each non-recovered individual for use in future search, recovery and identification.
- 1.5.7. Provides subject matter expertise to installation leadership and Mortuary Affairs offices in reviewing mortuary entitlement claims and makes adjudication recommendations for funeral, interment and transportation expenses.
- 1.5.8. Oversees the FAR program.
- 1.5.9. Oversees and executes the Air Force Past Conflict Mortuary Program in accordance with all applicable laws, directives, and policies. Refer to [Attachment 1](#) for additional information.
- 1.5.10. The Mortuary Affairs Division provides case management oversight for deaths covered in [Chapter 2](#) and [Chapter 4](#) of this instruction.
- 1.5.11. Validates and/or provides all Air Force mortuary affairs education and training. **(T-1)**.
- 1.5.12. Develop and provide MO and MT continuing education courses in conjunction with the Eaker Center's Force Support Professional Development School located at Maxwell AFB, Alabama.
- 1.5.13. Provides support and guidance for Air Force aircraft incidents resulting in loss of life and mass fatality incidents.
- 1.5.14. Develops BHG procedures, techniques and processes; serves as the 8G100 Career Field Manager and as the primary Air Force point of contact for Base HG Programs, MFH.
- 1.5.15. Provides guidance to base mortuary teams during national emergencies.
- 1.5.16. Serves as pertinent oversight authority for all guidance found in this instruction and conducts continuous evaluation of installation mortuary offices in accordance with DAFI 90-201, *The Air Force Inspection System*.

1.6. MAJCOM, FLDCOM, or Equivalent Commander (CC). Ensures capability exists within their command to provide mortuary support for deaths within geographic proximity to their area of responsibility (AOR) and in compliance with the provisions of this instruction. **(T-1)**.

1.7. MAJCOM/A1, FLDCOM/S1, NGB/A1, and Equivalent.

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

1.7.2. Implement a financial plan for governing the payment of mortuary-related expenses within the command. **NOTE:** Does not apply to the National Guard Bureau.

1.7.3. National Guard Bureau ensures all Air National Guard installations have S&R capabilities.

1.8. Installation Commander (or Wing Commander at a non-Air Force led joint base).

1.8.1. Maintains overall responsibility for their installation Mortuary Affairs Program support agreements. **(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 S&R operations, including the handling of remains in aircraft mishaps and mass fatalities occurring on and off base. **(T-0)**.

1.8.3. Ensures military personnel assigned to the installation, or available from another unit under a memorandum of understanding (MOU), are trained to support the installation S&R capability. **(T-1)**. For more information see [paragraph 6.4](#).

1.8.4. Appoints a primary mortuary officer (MO) and at least one alternate MO. **(T-1)**.

1.8.4.1. The primary MO is the Force Support Squadron (FSS) Operations Officer or a designated civilian position; however, the FSS commander or director maintains overall responsibility for the Mortuary Affairs Program. **(T-1)**. Civilians serving in the role of MO should at a minimum, hold a grade of GS-11. **(T-1)**.

1.8.4.2. MOs will be exempt from additional duties outside of the FSS during a mortuary case, to include being a member of the notification team. **(T-1)**.

1.8.5. Appoints a SCO for the disposition of personal property and effects. **(T-1)**. The SCO will be a commissioned officer, appointed on Special Orders Series A. **(T-1)**. **NOTE:** The appointing officer must have Special Court Martial Convening Authority (SCMCA), in accordance with Title 10, USC § 823, Article 23, *Who May Convene Special Courts-Martial*. **(T-0)**.

1.8.6. Appoints or ensures a FAR is appointed by the wing commander from the prospective FAR's chain of command to support eligible family members. **(T-1)**. Reference [paragraph 12.3.2](#).

1.8.7. Ensures no one from the installation communicates with the family of the deceased until it has been confirmed that all family notifications have been made. **(T-1)**.

1.8.8. Ensures installation personnel safeguard information about the deceased until all family members have been notified and any communication restrictions on information regarding the deceased have been lifted (as applicable). **(T-1)**. **NOTE:** There is a 24-hour restriction from time of the last notification on release of information for contingency operation deaths in accordance with DoDI 1300.18, *Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures*.

1.8.9. Approves requests for unit memorial services to honor a fallen Airman or Guardian assigned to their installation. **(T-3)**.

1.8.10. Ensures the BHG Program is manned and the program is funded to render MFH within their assigned geographic area of responsibility. **(T-0)**. **NOTE:** Installation commanders should utilize assigned regular military personnel to the fullest extent possible prior to reaching out for Air Reserve Component or veteran service organization support.

1.8.10.1. Only Air Reserve Components with an established memorandum of agreement (MOA) in place with the base responsible for the geographic area of responsibility can provide MFH support. **(T-1)**.

1.8.10.2. Air Reserve Components must gain approval from the base with the geographical area of responsibility prior to supporting MFH requests. **(T-1)**.

1.9. FSS Commander or Director.

1.9.1. Will 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, BHG Program and Cemetery Program (where applicable). **(T-0)**.

1.9.2. After selection to lead a Force Support Squadron, attends the first available Mortuary Affairs Case Management course held by the Eaker Center at Maxwell AFB, AL unless they have attended the course within the past five years. **(T-1)**. This class may be attended online if conditions do not permit for an in-person class to be hosted. **(T-1)**.

1.9.3. Ensures the primary or alternate MOs can be reached during non-duty hours on a government-provided device. Provides after-hour contact information to the installation command post. **(T-1)**.

1.9.4. Ensures the primary and alternate MOs and MTs have and maintain user access to the Defense Casualty Information Processing System (DCIPS) for use in mortuary case management. **(T-1)**.

1.9.5. Ensures a written installation mortuary plan is current and updated, at a minimum, every two years. **(T-1)**. The plan will include the following:

1.9.5.1. A map that outlines federal, state or concurrent jurisdiction areas and

1.9.5.2. Contains required actions for the handling of individual deaths, S&R operations and mass fatalities occurring on or near the installation where the DoD has a vested interest. **(T-1)**.

1.9.5.3. Establishes with the Wing Staff Judge Advocate (SJA), the base jurisdiction for mortuary affairs responsibilities to be included in the base mortuary plan. If the installation is exclusive federal jurisdiction, ensure all death notifications include the Armed Forces Medical Examiner System (AFMES). For all eligible deaths which occur in areas of local jurisdiction, in addition to ensuring the local coroner or medical examiner has been notified, ensure notification is made to AFMES. AFMES will determine the need for a forensic pathology investigation (which may include an autopsy examination).

1.9.5.4. Delineate the roles and responsibilities with transportation and care of the remains of all decedents, in the event AFMES 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. The FSS commander will include provisions for the other categories of deceased covered in **Chapter 4** of this publication when the death occurs on an Air Force or Space Force installation that is not under federal jurisdiction. **(T-1)**. **NOTE:** AFMES on-call investigator: (202) 409-6811 or (202) 391-2258, or their main line (302) 346-8648.

1.9.6. Appoints in writing a minimum of 11 personnel to support S&R operations and ensures assigned members are properly trained (reference **paragraph 6.7.5**). Additional required S&R team augmentees will receive just-in-time training. **(T-1)**.

1.9.7. Ensures a MOA or MOU is established between regular Air Force, United States Space Force, and Air Reserve Components for mortuary, HG or S&R support, as required. **(T-1)**.

1.9.8. Ensures a response is provided to inquiries from family members or outside agencies concerned with the quality of service provided by an installation mortuary office, BHG or cemetery (where applicable); and that AFMAO is notified of the inquiry and response. **(T-1)**. Responsible to answer questions from the Office of the Secretary of Defense (OSD) survey, if applicable. **(T-1)**.

1.9.9. Ensures the appointed primary and alternate MOs attend the first available Mortuary Affairs Case Management course held by the Eaker Center at Maxwell AFB, AL. **(T-1)**. **NOTE:** Air National Guard MOs can attend the MO's course hosted by the Air National Guard at Dover AFB, Delaware (DE). These courses may be held online if conditions do not permit an in-person course to be hosted.

1.9.10. Waiver of attendance at MO or MT course.

1.9.10.1. May waive the requirement to attend the MO's course or the MT's course if the unit member is assigned to one of the following:

1.9.10.1.1. Force Support Flights.

1.9.10.1.2. Geographically separated units (GSU) and Air Force elements who are not serviced by an FSS.

1.9.10.1.3. Joint contingency locations where the Air Force is not the lead Service.

1.9.10.1.4. Overseas locations with a tour length of 365 days or less.

1.9.10.1.5. Deployed locations where the reporting instructions do not specifically require MO's and/or MT's course completion.

1.9.10.2. Individuals assigned to flights, units or locations identified in paragraphs **1.9.10.1.1 through 1.9.10.1.5** will have the responsibility for S&R operations, coordination of movement of remains, coordinating the appointment of human remains escorts, SCO, FAR and other responsibilities as directed by AFMAO or the owning MAJCOM/FLDCOM. Primary mortuary case management and all other support for these locations will be assumed by the nearest regular Air Force installation with an FSS, or other installation, as directed by AFMAO. **(T-1)**. In some instances, AFMAO may manage a case.

1.9.11. Will review for suitability the recommendation from the unit commander of the fallen Airman or Guardian for the person to be assigned as a FAR and will discuss the requirements, purpose and scope of responsibilities of the FAR and the MO/MT with the unit commander before recommending the appointment of the FAR. **(T-1)**. Upon acceptance, ensures the MO drafts and forwards the appointment letter to the installation commander or wing commander of the prospective FAR to ensure availability to participate in all casualty and mortuary briefs. **(T-1)**.

1.10. Installation Mortuary Officer (MO).

1.10.1. Utilizes DAF Form 57, Mortuary Guide, the Air Force Mortuary Case Management DCIPS checklist and DCIPS for mortuary case management. **(T-1)**. Use of DCIPS for all cases is mandatory. **(T-1)**. **NOTE:** DCIPS checklist and user guide are available on AFMAO SharePoint.

1.10.2. Maintains user access to the DCIPS for use in mortuary case management. **(T-1)**. Ensures the MT(s) have and maintain user access to DCIPS for use in mortuary case management. **(T-1)**.

1.10.3. Develops a written installation mortuary plan. **(T-1)**. **NOTE:** Example plan available on AFMAO SharePoint.

1.10.4. Establishes, trains, and equips the installation S&R Team. **(T-1)**.

1.10.5. Establishes an annual contract, BPA or a one-time contract for mortuary services that complies with the *Standards for DoD Mortuary Facilities and for Drafting a Performance Work Statement (PWS) for DoD Contracted Mortuary Services* (available on the AFMAO SharePoint). **(T-1)**. **NOTE:** OSD Mortuary Affairs routinely issues updates to this document which may include variations in title, see AFMAO SharePoint for latest version. **NOTE:** This requirement does not pertain to the Air National Guard, except for Puerto Rico and US Virgin Islands Air National Guard.

1.10.6. Will hold annual training for all persons assigned to the mortuary office on all aspects of mortuary case management (entitlements, FAR, SCO, escort, proper use of DCIPS). **(T-1)**.

1.10.7. Must brief the PADD, ensure positive identification of remains, inspect remains, take responsibility for the S&R team and perform annual inspections of contract funeral homes. **(T-1)**. The aforementioned duties cannot be delegated. **(T-1)**.

1.10.8. Will remain in constant communication with SCO, FAR, PADD, PNOK and/or parents of the deceased until all mortuary entitlements have been provided and all investigations are complete, at which time will transfer support of PADD and PNOK to the Air Force Families Forever (AFFF) representative. **(T-1)**.

1.10.9. Will review for suitability the recommendation from the unit commander of the fallen Airman or Guardian for the person to be assigned as a FAR. (T-1). At the earliest opportunity, create and submit the appointment letter for the individual(s) to the installation commander or wing commander of the decedent to ensure the member is available to participate in all casualty and mortuary briefs. Will personally discuss expectations and responsibilities with the FAR to ensure the FAR has complete understanding that they report to the MO in the performance of their duties. (T-1). Ensures just-in-time training is provided and travel orders are assigned to the mortuary line of accounting as applicable. (T-1). **NOTE:** FAR appointment letter template available on AFMAO SharePoint.

1.10.10. The MO will implement any changes to their mortuary program as dictated by OSD and AF/A1S during a national emergency. (T-1).

1.10.11. Will ensure MTs attend the first available AFMAO sanctioned Mortuary Technician, Mortuary Affairs Case Management course upon notification of assignment to the position. (T-1). **NOTE:** Air National Guard MTs will attend the Air National Guard Mortuary Affairs Skills Enhancement Course within six months of appointment. These classes may be attended online if conditions do not permit for an in-person class to be hosted. (T-1).

1.11. Air University, Eaker Center for Professional Development. Will develop and provide, in coordination with AFMAO and AF/A1S, the following mortuary training courses:

1.11.1. MOs' Mortuary Affairs Case Management course for primary and alternate, military and civilians. (T-1).

1.11.2. MTs' Mortuary Affairs Case Management course for enlisted Airmen and Guardians and civilians assigned to MT duties. (T-1).

1.12. Person Authorized to 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 PADD, the Department of the Air Force will utilize the hierarchy listed in [paragraphs 1.12.3.1](#) through [paragraph 1.12.3.9](#) to determine who will serve as the PADD, 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, an 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 direct disposition of the remains of a fallen Airman or Guardian. (T-0).

1.12.3. The Air Force will use the following order of precedence to determine who serves as the PADD.

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, whoever 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. Remarried surviving spouse
- 1.12.3.9. Adoptive relatives of the decedent in order of relationship and age.
- 1.12.3.10. A person standing in “loco parentis” to the decedent, if no person in [paragraphs 1.12.3.1](#) through [paragraph 1.12.3.8](#) can be found.

Section 1C—Further Guidelines for the Mortuary Affairs Program.

1.13. Primary Next of Kin (PNOK). PNOK is determined according to state kinship law, typically in line with order of precedence in [paragraphs 1.12.3.1](#) through [paragraph 1.12.3.9](#).

1.14. Summary Courts Officer (SCO). A SCO must be a commissioned officer appointed by a SCMCA to handle the personal property and effects of deceased personnel and other eligible individuals, in accordance with [Chapter 13](#) of this publication. (T-1).

1.15. Escort and Special Escort. The escort must accompany the remains from the preparing mortuary to the funeral home or other location requested by the PADD in accordance with DoDD 1300.22. (T-0).

1.16. Family Assistance Representative (FAR). The FAR is a military member, recommended by the unit commander of the deceased, and appointed by the installation commander or wing commander of the deceased who assists the PADD or PNOK as outlined in [Chapter 12](#) of this instruction. The FAR is not an expert in any entitlements area but serves as an advocate to link the family to available resources to support the family. NOTE: In situations where parents or the surviving spouse and parent(s) have contrary opinions regarding the execution of mortuary benefits and entitlements, the FAR should demonstrate tact and remain neutral to the disagreement. In these situations, leadership is encouraged to appoint a second FAR, as required, to provide concurrent support to eligible family members.

1.17. Casualty Assistance Representative (CAR). The appointed CAR is responsible for communicating entitlements to the PNOK, PADD, or other eligible beneficiaries, and fulfilling their responsibilities in accordance with DAFI 36-3002, *Casualty Services*.

1.18. Unit Commander of a Fallen Airman or Guardian.

- 1.18.1. Will recommend and provide a suitable unit member(s) to serve as a FAR to an eligible family member unless the family member specifically requests one not be assigned to them. (T-2). The name(s) of the recommended FAR(s) must be provided to the FSS commander at the earliest opportunity to ensure availability to participate in all casualty and mortuary briefs. The unit commander will ensure the FAR has complete understanding that they report to the MO in the performance of their duties. (T-1). Refer to [paragraph 12.2.1](#) regarding situations entailing multiple FARs. (T-1).

1.18.2. Will recommend a unit member to serve as the escort unless a special escort is requested by the PADD. **(T-1)**.

1.18.3. Determines whether or not a unit memorial service will be held in honor of a fallen Airman or Guardian assigned to their installation. **(T-1)**. **NOTE:** (1) The unit commander must ensure compliance with the (2) two-year limitation (as stated in Joint Travel Regulation, Section 032005, *Memorial Service for a Deceased Service Member*) on the decision to hold a memorial service for family travel entitlements. **(T-0)**.

1.18.4. Ensures that, if a unit memorial is held, the family is invited. **(T-1)**. The MO is the representative communicating with the PADD (and PNOK, if not the same as PADD) in the scheduling of the unit memorial service. **(T-3)**.

1.18.5. Will coordinate the unit memorial service for a fallen Airman or Guardian with the installation commander. **(T-3)**.

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

1.18.7. Is authorized unit-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. **NOTE:** Funding for the temporary duty does not come from funds coded for mortuary use. Contact local finance office for guidance.

1.18.8. Will ensure no one from the unit communicates with family of the deceased until receipt of confirmation that all family notifications have been made. **(T-1)**.

1.18.9. Will ensure unit personnel safeguard information about the deceased until all family members have been notified and any communication restrictions on information regarding the deceased have been lifted (as applicable). **NOTE:** There is a DoD restriction on release of information about the deceased for contingency operation deaths. Restriction begins at time of death and concludes 24 hours following the notification of the last family member.

1.18.10. When possible, contact the installation MO prior to communicating with the family of the deceased.

1.18.11. Will not make any promises to family members of the deceased regarding casualty or mortuary entitlements other than to ensure they receive a benefits brief.

1.18.12. Will remain in constant communication with PADD, the PNOK and parents of the deceased until all casualty and mortuary entitlements have been provided and all investigations are complete, at which point an AFFF representative will fill the supporting role.

Chapter 2

MORTUARY ELIGIBILITY AND ENTITLEMENTS FOR DEPARTMENT OF THE AIR FORCE PERSONNEL

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

Section 2A—Eligibility for Mortuary Entitlements.

2.2. Eligibility for Mortuary Entitlements. Personnel outlined in [paragraphs 2.3](#) through [paragraph 2.8](#) are eligible for mortuary entitlements.

2.3. Department of the Air Force, United States Air Force Academy (USAFA) Cadets and Cadet Candidates. Members of the regular Air Force and Space Force not dropped from the rolls (available for duty) prior to death and USAFA cadets.

2.4. Air Force Reserve Officer Training Corps (AFROTC) Cadets. Members and applicants accepted into AFROTC who die while attending training camp, hospitalized for a medical condition aggravated by or incurred during training or en route to or from training.

2.5. 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:

2.5.1. While on active-duty.

2.5.2. During inactive-duty training.

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

2.5.4. 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.

2.5.5. While hospitalized or undergoing treatment for a medical condition aggravated by or incurred while on active-duty or inactive-duty training. **NOTE:** In the event of an accident or death of an Air Reserve Component HG Member, it is the responsibility of the active-duty AOR manager to immediately notify the installation command post and installation MO, as well as AFMAO.

2.5.6. For traditional Guard or Reserve members who do not meet the eligibility requirements as stated in [paragraphs 2.5.1](#) through [paragraph 2.5.5](#), refer to [paragraph 4.6](#) for entitlements.

2.6. Enlistment Applicants. Accepted applicants for enlistment or commissioning in the Air Force or Space Force, under the jurisdiction of the Department of the Air Force. 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 en route to basic training.

2.7. 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.

2.8. Retired or Retained Who Die During a Continuous Hospitalization. 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 SCO 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-1). NOTE:** Retired or retained members who die during a continuous hospitalization are eligible for the same entitlements as a regular military member, with the exception of funeral travel in accordance with Title 10, USC § 1481, *Recovery, Care, and Disposition of Remains; Decedents Covered*.

Section 2B—Entitlements – Primary Expenses.

2.9. Primary Expenses. For eligible personnel as outlined in [paragraphs 2.3](#) through [paragraph 2.8](#), the following services and merchandise selected by the Person Authorized to Direct Disposition and provided by a Funeral Home under Contract to the Air Force will be paid by the DAF.

2.10. 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.

2.11. Basic Services of the Funeral Director and Staff. Basic services are automatically charged in a mandatory service fee that a funeral home may charge for services provided in every death handled.

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

2.13. Sheltering 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), when the cemetery schedule delays interment. **(T-0).** Families have the option to shelter remains during a national emergency when travel restrictions and mass gathering restrictions (if applicable) are in place.

2.14. Casket. DOD specifications are: 18-gauge metal protective casket, solid hardwood casket, or hardwood cremation casket. **(T-0).**

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

2.16. Death Certificates.

2.16.1. Continental United States (CONUS). The MO will provide the PNOK with a total of ten (10) certified copies of the state death certificate (includes any combination with or without cause of death, including when cause of death is pending or deferred). (T-1). Installations will comply with local requirements regarding completion and handling of death certificates. The contract funeral home will obtain the death certificates as part of their contractual requirements. Corrections to death certificates will be made by the document originator and the MO will provide ten (10) certified copies to the PNOK, when the fault for the correction lies with the Air Force. (T-1).

2.16.2. Outside the Continental United States (OCONUS). Overseas military hospitals or AFMES may prepare and forward one copy of the DD Form 2064, *Certificate of Death Overseas*, to AFMAO Operating Locations (OLs). AFMAO (OLs) will distribute copies of the DD Form 2064 to the appropriate MO for distribution as indicated in [paragraph 2.16.1](#) except in cases where the preparing mortuary distributes the copies. (T-0).

2.16.3. BNR. If death is declared by the Air Force but the body was not recovered, a death certificate may or may not be issued in accordance with State or Foreign Nation laws. In all cases, a DD Form 1300, *Report of Casualty*, is prepared by the Air Force Casualty Office and distributed by the Casualty Assistance Representative (CAR) in accordance with DAFI 36-3002. (T-0).

2.17. Burial Clothing. Purchase of burial clothing, either military uniform or civilian, will not exceed \$600. (T-1).

2.18. 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 PADD. The cremation will be through the funeral home designated and contracted by the PADD at Air Force expense, in accordance with applicable statutory provisions. (T-0). The Air Force will pay the cost of the cremation permit and any non-declinable mandated medical examiner or coroner fees associated with the cremation process. (T-0).

2.19. Urn. The MO will ensure a specified solid walnut or bronze urn is shipped with the deceased for placement of the cremated remains by the receiving funeral home. (T-1).

2.20. State or Territory Cemetery Fees. State or Territory VA Cemetery charges for interment.

Section 2C—Entitlements – Secondary Expense Items.

2.21. Secondary Reimbursement Entitlements. The Air Force will pay for the authorized secondary expense items listed in [Table 2.1](#). The Air Force can only pay up to the maximum amount listed on the maximum secondary allowance table located on the AFMAO SharePoint. The PADD is responsible for any additional costs above the allowance limits (listed on the AFMAO SharePoint) 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 PADD 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 PADD
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.	Obituary or notices of death, funeral or memorial arrangements
17.	Interpreter for language or hearing impaired guests
18.	Musician (singer, choir, bagpipes, organist, etc.) (Must be part of funeral or interment service)
19.	Clergy or officiant honorarium, funeral ushers or attendants
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, engraving, special emblems
25.	Temporary grave marker
26.	Police escort(s) for funeral procession
27.	Family car or limousine for family members eligible for funeral travel
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.	Personalized engraving on urns and 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 PADD to add symbolic meaning to the funeral and interment)

36.	Storage fee for holding remains awaiting burial (delay requested by PADD to meet family obligations; also authorized during national emergency)
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Table 2.2. Unauthorized Secondary Expenses.

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

Section 2D—Other Entitlements.

2.22. Remains Escort. One escort will accompany the remains from the preparing mortuary to the funeral home or other location requested by the PADD. (T-0). Refer to [paragraph 3.19.4](#) for information on special escorts.

2.22.1. ANG members must be placed on active status by the unit. Mortuary funds are not authorized for man-days but will be used to fund the TDY as applicable. (T-0).

2.22.2. 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. (T-0). **NOTE:** The aircraft commander (Military Aircraft (MilAir) or Contract Aircraft) transporting the remains from OCONUS to AFMAO will serve as the escort. (T-0).

2.23. Summary Courts Officer (SCO). A commissioned officer appointed to handle the personal property and effects of the decedent in accordance with [Chapter 13](#) of this publication.

2.24. Family Assistance Representative. FARs are assigned from the decedent's unit to link the family to available support resources in accordance with [Chapter 12](#) of this publication.

2.25. Chaplain Support. If requested by the NOK and when possible, chaplains may provide military funeral support and assist in mortuary entitlements briefs or be available for briefs on investigative reports (e.g., autopsy findings, command directed investigation, safety board investigation). Civilian clergy may be substituted for an Air Force chaplain at a family's request. Families are encouraged to use their own clergy. Chaplain support includes regular Air Force chaplains assigned to the installation concerned, Air Force Reserve, ANG and retired chaplains in the immediate area. All requests for chaplain support and for the use of military chapels for funeral services are made through the installation mortuary affairs office (except Arlington National Cemetery; contact number 1-877-907-8585, <https://arlingtoncemetery.mil>). The installation's senior chaplain resolves any problems with providing support. **NOTE:** Mortuary funds are authorized for Air Force chaplain's travel expenses.

2.26. Interment Flags. The decedent's spouse, children, parents, and PADD will be presented an interment flag. (T-0). If the parents are married, they will receive one flag to be shared. 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). A DoD-furnished U.S. flag is not authorized for members who are denied MFH. (T-0). **NOTE:** If the deceased is eligible for a flag provided by the VA, a flag may be obtained by the preparing funeral home to drape the casket.

2.27. Hardwood Flag Cases. Each person entitled to receive an interment flag is also entitled to receive an Air Force-designated hardwood flag case.

2.28. Dignified Arrival at Destination Airports. The preparing or shipping installation mortuary office will notify the nearest BHG, AFMAO and MO at the final destination airport of the support requirements for the dignified arrival. (T-1). BHGs must initiate notification by e-mail and follow up with a phone call to ensure the support requirement is received. (T-1). Only regular Air Force or Space Force BHGs and Air Reserve Component HGs that have a MOA in place to support regular Air Force or Space Force BHGs will support the movement of remains during a dignified arrival. (T-1). **NOTE:** DAF personnel will wear uniforms to support dignified arrivals in accordance with DoDI 1300.15. (T-0).

2.28.1. If dignified arrivals are suspended or if the fallen Airman or Guardian's remains are cremated, the military escort will be given the responsibility to ensure remains are properly transported from one location to another.

2.28.2. The requirement to perform a dignified arrival applies only to the receipt of casketed remains by the BHG at commercial or military airports. Dignified arrivals are required at all United States airports (states & territories) where airport regulations permit and at OCONUS locations where BHG resources are available and airport regulations permit. (T-1). **NOTE:** HG members will not remove the flag band securing the flag to the casket prior to folding and presentation of the flag to the family. (T-1).

2.29. Military Funeral Honors. Military members in [Section 2A](#) along with Medal of Honor and Prisoners of War Medal recipients, regardless of interment location, are authorized full military honors. (T-0). The standard detail for full MFH provided by the Air Force is comprised of a minimum of seven members and a maximum 20 members except for Arlington National Cemetery and other cemetery locations where additional elements such as a band, caisson and platoon are available. (T-1). If OCONUS, every effort will be made to ensure MFH support is provided. When all efforts have been exhausted, BHG programs must contact AFMAO for further direction. (T-1). MFH can only be rendered once with the exception of BNR cases where remains were later recovered and interred. (T-1). MFH should be accomplished at the place of interment, entombment or inurnment, unless another location is requested by the PADD. (T-1). **NOTE:** Exceptions to policy for uniform wear outside of the daily HG ceremonial uniform during MFH will be requested through and approved by AFMAO with concurrence from HQ USAF. (T-1). For all other guidance on BHG programs, along with MFH entitlements, refer to [Chapter 7](#) of this publication. **NOTE:** Full military honors may be lowered to a minimum of a 3-person detail during declared national emergencies.

2.29.1. One General officer or designated representative from the fallen Airman or Guardian's MAJCOM, FLDCOM, or functional community should attend the funeral service for an Airman or Guardian who dies in a combat theater of operation or succumbs from wounds received in combat while still in an active-duty casualty status. The General officer or designated representative should present the interment flag(s) and may also present posthumous decoration(s) awarded the fallen, unless the PADD requests otherwise.

2.29.2. If the burial location is not within the area of responsibility of the installation responsible for providing care for the deceased, the MO arranging the disposition will call the MO at the installation with area of responsibility at the location for interment and notify them of the requirement for dignified arrival and MFH. If the installation is not the closest to the arrival airport, the MO will contact the BHG closest to provide support. The phone call will be followed-up with a supplemental death message (delivery-confirmed e-mail). When a military member dies OCONUS and the remains are returned through AFMAO/Port Mortuary, AFMAO will notify the responsible installation of the requirement to provide a dignified arrival and MFH. (T-1). **NOTE:** See [Table 3.2](#) for Supplemental Death Message information.

2.30. Memorial Register Books. If the unit has arranged a memorial service, the MO will ensure a memorial register book is available for those in attendance to sign and provide it to the PNOK. (T-3).

2.31. 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.

2.31.1. Letter of Good Standing. National, state and installation cemeteries may require the unit commander or a General Court Martial Convening Authority issue a Letter of Good Standing (in lieu of or supplementing a DD Form 214, *Certificate of Release or Discharge from Active-Duty*, or DD Form 1300) regarding the decedent's active-duty service (template available on AFMAO SharePoint).

2.31.2. Interment in Arlington National Cemetery. A letter of good standing i signed by a General Court Martial Convening Authority (template available on AFMAO SharePoint) from the decedent's chain of command is required for internment. (T-0).

2.32. 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.

2.33. 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 PADD 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 Title 16, Code of Federal Regulations Part 453, <i>Funeral Industry Practices</i>)
4.	Air tray and casket outer shipping container (must be new)
5.	Ziegler case (when required) (must be new)
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 medico-legal death investigation under the authority of the AFMES
15.	Consular fees, if required for shipment overseas

2.34. Transportation of Remains within the Fifty States and US Territories. The MO 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 necessary for shipping to a foreign country.

2.35. Transportation of Remains – OCONUS (All locations outside of the fifty states and U.S. territories).

2.35.1. Europe - Remains will be transported from the place of death to the nearest OCONUS mortuary facility or AFMAO as directed by AFMES. The aircraft commander will serve as the escort for transport of remains within the combatant command or returning to AFMAO. **(T-0)**.

2.35.2. 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)**.

2.35.3. Remains processed at Landstuhl, Germany by the U.S. Army Regional Mortuary, Europe and Africa (USARME/A) will be completely prepared and shipped with a military escort via commercial carrier direct to the destination designated by the PADD. If unable to obtain instructions from the PADD, AFMAO will determine the destination. **(T-1)**.

2.35.4. AFMAO Operating Location Europe (OL-E) will establish the procedures for uniform or burial clothing acquisition, preparation and delivery to USARME/A for placement on the deceased. **(T-1)**.

2.35.5. AFMAO OL-E will ensure AFMAO and the regular Air Force or Space Force installation closest to the destination airport are apprised of the date and time, airline and flight number of the arrival aircraft. **(T-1)**.

2.35.6. Remains processed in a mortuary within the Pacific Combatant Command (to include the Air Force mortuary at Yokota AB, Japan, the Army mortuary at Camp Humphreys, Republic of Korea, and the Navy mortuary in Guam) will be completely prepared and shipped with a military escort via commercial carrier direct to the destination designated by the PADD. **(T-0)**.

2.35.6.1. AFMAO Operating Location Pacific (OL-P) will ensure AFMAO and the regular Air Force or Space Force installation closest to the destination airport are apprised of the date and time, airline and flight number of the arrival aircraft. **(T-1)**.

2.35.6.2. In some instances, AFMES may direct remains from anywhere in the Pacific to their facility at Joint Base Pearl Harbor-Hickam, Hawaii. Remains may then be released to a contract facility for preparation and shipping with a military escort via commercial carrier to destination designated by the PADD. For categories other than entitlement-eligible military and DoD civilian, remains may be moved to a funeral home of choice by the family.

2.35.7. After coordination with AFMES, all efforts should be made to route remains located in Iceland, Greenland, Antigua, Ascension, Azores, and locations in Central and South America directly to AFMAO, via the most expeditious mode of transportation.

2.36. Authorized Modes of Transportation.

2.36.1. 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 to be shipped in an outer shipping container. A wooden or lightweight outer shipping container (air tray) protects the casket and the remains during shipment.

2.36.2. Funeral coach or hearse. The MO will use a funeral coach or hearse for ground transportation within CONUS up to 300 miles and commercial air for distances exceeding 300 miles unless use of ground transportation is determined to be more beneficial to the government. **(T-1)**. Ground transportation will be used within and outside CONUS, if requested by the PADD, and they agree to pay any costs in excess of the cost to the government to transport the remains by air. **(T-1)**.

2.36.3. Government aircraft. The use of DoD-owned or DoD-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 Air Force-controlled aircraft, the respective supported service Vice Chief of Staff will forward a request to AFMAO. AFMAO will staff the request to the Vice Chief of Staff of the Air Force for approval or disapproval. **(T-0)**.

2.37. 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)**.

2.37.1. Only the remains of military personnel who die in a combat theater of operation and are processed at AFMAO are authorized transportation to the final destination via dedicated military air or military-contracted aircraft. **(T-0)**. 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)**.

2.37.2. 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 a waiver is approved by the Vice Chief of Staff of the Air Force. **(T-0)**.

2.37.3. 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)**.

2.38. Stopover Requests. Discretionary stopovers en route to the receiving funeral home or place of interment are not authorized. **(T-1)**. **NOTE:** A stopover is a diversion from the route directed by the PADD between the preparing funeral home and the funeral home responsible for final disposition in a cemetery or by means of cremation.

2.39. Prohibition of Arrival and Departure Ceremonies and Media Coverage. Do not conduct arrival or departure ceremonies to the extent of a DT. **NOTE:** A send-off, or dignified arrival or departure where members stand to the side and salute as the deceased Airman or Guardian arrives or departs is acceptable, provided no media, speeches, music or honors are rendered and the departure is not delayed. Except for DTs at Dover AFB, any type of media coverage (including DoD or internal coverage without permission from OSD/PA) of deceased military personnel returning to or departing from any military installation, to include interim stops en route to a stateside aerial port of entry, is not authorized. **(T-0)**.

2.40. Dignified Transfer (DT). The PNOK determines if family attends the DT of a fallen Airman or Guardian returned through Dover AFB.

2.40.1. The travel entitlement is determined by the PNOK and includes two (2) additional family members. The FAR assigned to the PNOK will travel to support the family at the DT. **(T-1)**.

2.40.2. Each traveler is authorized round trip travel, lodging and per diem. **NOTE:** Travel is usually completed within two 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)**.

2.40.3. AFMAO will make all arrangements and fund costs associated with family and FAR travel to witness each DT. **(T-1)**.

2.40.4. The SecAF has delegated to the AFMAO/CC the authority to expand the number of eligible family member travelers when special circumstances are presented by the PNOK. 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)**.

2.40.5. A General officer, or equivalent, from the fallen Airman or Guardian's functional community or MAJCOM will attend the DT at Dover AFB when the death occurred within a designated theater of combat operations. **(T-0)**. **NOTE:** The attendee at the DT does not have to be the same person referenced in **paragraph 2.29.1**.

2.40.6. DT operations may be altered during a national emergency to align with travel and mass gathering restrictions (if applicable) established by the government and Secretary of Defense.

2.41. Dignified Transfer (DT) Media Coverage. The PNOK may elect to authorize media access to capture the DT at Dover AFB. The media options include DoD photography and video coverage of the DT to be provided to the PNOK for personal use, as well as the option to grant access to public media or to elect to have no media coverage at all.

2.41.1. The PNOK has the authority to exclude media access all together. DAFI 36-3002, provides specific guidelines in the DoD-approved script for the PNOK to determine media access and other next-of kin afforded travel to witness the DT at Dover AFB. **NOTE:** Personal photos or video are not authorized on the flight line. **(T-0)**.

2.41.2. Media coverage during a national emergency will be altered to align with travel and mass gathering restrictions (if applicable) established by the Government and Secretary of Defense.

2.42. 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:

2.42.1. An interment in a grave or entombment in a mausoleum of casketed remains.

2.42.2. An inurnment of cremated remains in a grave or niche in a columbarium.

2.42.3. A BNR memorial service. A memorial service that is held for an Airman or Guardian whose remains are not recovered following declaration of death and which reimbursement for expenses associated with a memorial service is authorized (Title 10, USC § 1482, *Expenses Incident to Death*). **NOTE:** This does not include travel to a unit memorial service.

2.42.4. The burial or interment of commingled remains which cannot be individually identified by the convening medical authority to specific persons involved in a common incident. There must be at least one Airman or Guardian who died in the incident whose individual identified remains are incomplete, or where the likelihood the unidentifiable commingled remains contain a portion(s) of the Airman or Guardian's remains. Conduct the burial or interment in a common grave, in a cemetery designated by AFMAO. **(T-0)**.

2.42.5. A funeral service with or without burial on the same day or in the same general location.

2.42.6. A memorial service when the deceased has been cremated. The memorial service may or may not have 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 Unit 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. children born outside of marriage. See NOTE 1.
3	The deceased member's parent or parents (as defined in Title 37, USC § 401, <i>Definitions</i> (b)(2)) includes: <ul style="list-style-type: none"> A natural parent of the member A stepparent of the member A parent of a member by adoption A parent, stepparent, or adoptive parent of the member's spouse 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 if individual identification had been made.
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 PADD.
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: <p>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/CC; and</p> <p>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, paragraph 032002, and qualified to serve as the attendant or escort.</p>

<p>NOTE 1. 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. Member is putative parent under Law of State or Territory due to marriage to the biological parent. Any child born outside of marriage if the member:</p> <ol style="list-style-type: none"> 1) Admits parentage in writing; 2) Is judicially decreed (by other than a foreign court) the child’s parent; or 3) 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).

2.43. Authorized Funeral and Unit Memorial Service Travel Allowances. Allowances are limited to travel to attend burial and Unit memorial ceremonies of a deceased member at a certain location. Authorized travel allowances include per diem for:

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

2.43.2. Reimbursement cannot exceed two (2) full days of per diem and allowances at the funeral location and necessary travel time. **(T-0). NOTE:** When determining the entitlement, consider travel time to location as day one, days two and three are in place and day four is return travel. This equates to three days lodging, two full days per diem and two travel and partial per diem days. Example: Day one, person travels to location of funeral and stays that night at hotel or lodging, day two and three person is in place for visitation and/or funeral and stays at hotel or lodging, and day four person returns home.

2.43.3. 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 (JTR), *Uniformed Service Members and DoD Civilian Employees*, 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-0). 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).

2.43.4. Roundtrip 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 and Guardians, if a memorial service is held prior to the transfer of the deceased to the place of interment. **(T-1).**

2.43.5. Reimbursement for the cost of personally procured commercial transportation (subject to the provisions and limitations contained in the JTR), which include taxis, rental car, public transportation, etc. **NOTE:** Do not obtain rental cars for family members using the Defense Travel System (DTS). Rental cars are only authorized as a reimbursable item **(T-1).**

2.43.6. Eligible travelers are authorized the allowance per mile for travel by privately owned vehicle to the commercial carrier terminal, so long as 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.

2.43.7. During a national emergency, family travel to a funeral and unit memorial service may be suspended if travel restrictions are in place; however, the family is still entitled to travel reimbursement if they insist on traveling despite health and safety restrictions (if applicable). An exception to policy must be submitted to approve family travel and reimbursement.

2.44. Unit Memorial Service. If a unit memorial service is held, the location is limited to the last permanent duty station of the deceased Airman or Guardian, 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 unit memorial service of eligible deceased members described in **paragraphs 2.2** through **paragraph 2.5. (T-1)**. **NOTE:** A memorial service is defined as a ceremony, with a degree of formality, to honor a deceased Airman or Guardian; 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 or Guardian. **(T-1)**. Ensure that all eligible family members are invited to unit memorial services, if conducted. All unit memorial services must be held within two (2) years of the Airman or Guardian's date of death. **(T-1)**.

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

2.45. Absent Without Leave. Members who die while absent without leave are eligible for the same mortuary benefits as personnel who die on active-duty status, unless they are dropped from the active-duty rolls prior to death.

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

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

2.48. Body Not Recovered (BNR). A BNR is any individual who has been declared deceased and circumstances or conditions do not permit recovery of the remains. The decedent is entitled to a memorial service, military honors, funeral travel and the authorized number of interment flags and flag cases. The VA will provide a memorial marker for a government or a non-government cemetery memorial plot. The PADD 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 MO will ensure family members understand that all claims for reimbursement of BNR memorial service expenses and family member travel require submission within two (2) years of the date of the declaration of the Airman or Guardian's death. **(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 or Guardian who is BNR from past conflicts in Korea, Vietnam, and the Cold War era, the family is still entitled to all other entitlements listed in this paragraph.

2.49. Group Burial or Interment. The burial or interment of comingled remains occurs when the convening medical authority cannot individually identify remains to specific persons involved in a common incident. The burial or interment will be affected in a common grave, in a cemetery designated by AFMAO. **(T-0)**. The MO 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 MO will ensure funeral travel is authorized for family members of the Airmen and Guardians represented in the group as outlined in [Table 2.4](#). **(T-2)**.

2.49.1. Subsequently identified remains of any Air Force personnel where the PADD 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.

2.49.2. If members from another uniformed service also die in the common incident, the service with the greatest number of fallen members in order of precedence will be responsible to coordinate the group burial or interment service with the other services involved. **(T-0)**. 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)**.

2.49.3. If each Airman or Guardian 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)**.

2.49.4. 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.

2.50. 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 MO was unable to reach the PADD to obtain disposition instructions and AFMAO oversaw Service-directed disposition to identify unknown remains, the disinterment is directed by the governments (e.g., to relocate a cemetery), or to correct identification errors as approved by AF/A1S. The Air Force will not assume any responsibility to exhume remains where disposition was directed by the PADD. **(T-1)**.

2.51. Subsequent Identified Remains: Portions and Retained Organs . This category includes any portion of remains subsequently identified to a fallen Airman or Guardian, in which disposition of the initially identified remains has previously been affected and disposition instructions are required from the PADD. **NOTE:** The Air Force assumes all costs to effect disposition of the remains of Airmen and Guardians who fall into this category.

2.51.1. PADD may request to be notified of the identification of subsequent remains or portions, to provide disposition instructions to the Air Force. If the PADD directs, the Air Force will:

2.51.1.1. 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)**.

2.51.1.2. Transfer the remains at Air Force expense to the funeral home designated by the PADD for subsequent cremation. Provide an urn for placement of the cremated remains. **(T-0)**.

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

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

2.51.2. PADD 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. **NOTE:** If a PADD, who previously elected not to be notified of identification of subsequent remains or portions contacts AFMAO requesting the method of disposition of the subsequent remains or portions, AFMAO must first verify the requester retains the PADD status before releasing any information. **(T-0)**.

Chapter 3

MORTUARY ACTIONS FOR DECEASED MILITARY PERSONNEL

3.1. Purpose. This chapter prescribes MO actions required for eligible deceased military personnel.

Section 3A—Recovery of Remains and Initial Mortuary Actions.

3.2. Mortuary Case Management. Responsibility for mortuary case management belongs to the MO at the regular Air Force installation nearest the place of death unless directed otherwise by AFMAO.

3.2.1. This responsibility includes briefing the PADD 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 AFMES. **NOTE 1:** AFMAO OL-E or OL-P will designate mortuary case management responsibilities for cases originating OCONUS. **NOTE 2:** AFMAO will respond with case assignments when death does not occur near the home station installation or multiple installations are involved. The intent will be to assign mortuary case management ownership when possible, to the installation most closely connected to the deceased. Factors taken under consideration will include: MAJCOM or FLDCOM the member belonged, traffic congestion in densely populated areas, assignment of the casualty representative, the servicing FSS for GSUs, distances between locations and any other pertinent factors. **(T-1).**

3.2.2. DAF Form 57, the Air Force Mortuary Case Management DCIPS Checklist and the DCIPS will be used for mortuary case management. **(T-1).**

3.3. Initial Actions upon Notification of a Death. When notified of an entitlement eligible death, see [Section 2A](#), the MO at the installation nearest the place of death will:

3.3.1. Notify Command Post and Casualty Affairs representative of anyone whose death occurs on the installation or anytime a military, dependent or civilian employee dies within the area of responsibility of the installation. **(T-3).**

3.3.2. 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).**

3.3.3. Verify jurisdiction over the remains. **(T-0).** According to jurisdiction, make inquiry with AFMES or a local medical examiner to determine identification and autopsy status and obtain procedures needed for release to funeral home designated by the PADD. **(T-0).** Regardless of jurisdiction, notify AFMES for all eligible deaths (in accordance with [Section 2A](#)). **Note:** Contact the medical examiner on call investigator at: (202) 409-6811 or (202) 391-2258. The main line for AFMES is (302)-346-8648.

3.3.4. Identify the member(s) unit commander(s) and notify them of the death. If needed, provide a brief overview of mortuary entitlements, request identification of a FAR, SCO and escort, and direct them to secure personal property and effects in areas under Air Force jurisdiction. **(T-1).**

3.3.5. Verify remains are positively identified by legal authority. **(T-0)**. If remains cannot be positively identified the MO will contact AFMAO for guidance. When requested by medical or legal authority in order to confirm the identity of the deceased, the unit commander, first sergeant, supervisor, or other individual deemed appropriate by the MO, must visually identify the deceased and sign DD Form 565, *Statement of Recognition of Deceased*. **(T-1)**.

3.3.6. Submit Initial Death Report. **(T-1)**. MOs must notify AFMAO of the deaths of all Air Force personnel listed in **paragraphs 2.3** through **paragraph 2.8 (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 the MO closest to the location of death learns of the death. Reporting should not be delayed if or when identification has not yet been confirmed. The death is reported as believed-to-be status until positive identification by legal authorities is made. The MO will include the following addresses:

3.3.6.1. Contact AFMAO Mortuary Affairs Division for all the current e-mail addresses of those below for distribution of the initial death message. **(T-1)**.

3.3.6.2. MAJCOM/A1, FLDCOM/S1, or equivalent as appropriate. **(T-1)**.

3.3.6.3. Air National Guard Members are to be reported to NGB/A1XR, Air National Guard Readiness Center, JB Andrews, MD. **(T-1)**. The 24/7 Mortuary Manager can be reached at (240) 645-5624.

3.3.6.4. OL-P for deaths in the Pacific Air Forces' (PACAF) area of responsibility. **(T-1)**.

3.3.6.5. AFMAO OL-E for deaths in the USAFE area of responsibility. **(T-1)**.

Table 3.1. Initial Death Message – Required Information Format.

Item	Required Information
1.	Name, rank or grade of the deceased 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 S&R and identification actions. If so, describe the status in detail.
5.	DCIPS case number

3.3.7. Submit supplemental messages as new information becomes available. **(T-1)**. MOs will send supplemental messages to report changes in situation, preparation and interment information, location of remains and S&R and identification actions (if applicable) or any other subsequent information such as the DCIPS case number. **(T-1)**. **NOTE:** Do not create cases in DCIPS for regular Air Force members. Air Force Casualty will create the case.

3.3.7.1. Contact AFMAO Mortuary Affairs Division for addressees for distribution of the supplemental death message. When tasking a base for military honors, the base providing honors will be included as an info addressee. For OCONUS deaths, include AFMAO - OL-P and OLP-Y or AFMAO OL-E as info addressee according to the region where the death occurred. Generate as many messages as necessary.

3.3.7.2. The MO 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, grade
2.	Status (active-duty, dependent, employee, etc.)
3.	Organization, employment, or sponsorship data
4.	Status of remains (location, autopsy, ID pending, etc.)
5.	DCIPS case number
6.	PADD and relationship information, if the decedent is a dependent
7.	Flight itinerary for the remains and escort
8.	Tasking to the BHG with responsibility for the destination airport to provide appropriate honors for the dignified arrival
9.	The name and location of the receiving funeral home
10.	The name of the cemetery
11.	The base providing funeral honors, specific honors requested and flag recipients
12.	The names and travel arrangements of persons authorized funeral travel
13.	The FAR contact information
14.	The SCO contact information
15.	Whether remains are in a transfer case or casket
16.	Condition of remains; viewable or non-viewable
17.	Transfer case number if shipped to or from overseas
18.	Transportation of remains
19.	Escort contact information
20.	Escort schedule
21.	Flight number, estimated departure time and estimated time of arrival at the aerial port
22.	Priority designator for return of transfer case, if applicable and any other information that will assist the aerial port
23.	Shipment information for remains of Air Force military personnel from CONUS to overseas or between two overseas points. The AFMAO Port MO or the MO at the place of death, as applicable, will notify the PADD, the US Air Attaché Office, the receiving funeral director or government cemetery, AFMAO and the MAJCOM/A1 or FLDCOM/S1 of the movement schedule, at the earliest possible time. (T-1) .

3.4. Recovery and Movement of Remains. The MO 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 AFMES 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). If an autopsy is to be performed, the MO arranges transportation of the deceased to the site directed by AFMES. **(T-1)**.

3.4.2. Off-Base. In the event of a death in an area where local civil authorities exercise control over the remains, AFMES will determine if an autopsy is to be performed upon release of the remains from the local coroner or medical examiner.

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-1)**.

3.4.2.2. If an autopsy is required by AFMES, AFMAO will provide guidance to the installation MO regarding the movement of remains within CONUS. AFMAO OL-E and OL-P will provide guidance to the installation MO regarding the movement of the remains within their respective areas of responsibility. **(T-1)**.

3.4.3. Movement of Remains for Reprocessing. If civil authorities have transferred remains to a funeral home for postmortem examination and embalming without Air Force or PADD direction, the MO will arrange for the remains to be moved to the installation contract funeral home to be reprocessed in accordance with DoD remains preparation standards, dressing and casketing. **(T-0)**.

3.4.4. Movement of Remains OCONUS. The MO will accomplish movement according to local agreements. **(T-0)**.

3.5. Verification of Military Status and Entitlements. The MO will:

3.5.1. Obtain the Record of Emergency data from the CAR to determine the PADD and the person eligible to receive effects (PERE) established by law. **(T-1)**. Address any questions on identifying the PERE with AFMAO.

3.5.2. Verify the decedent's military status to confirm eligibility for mortuary entitlements, prior to briefing the PADD. **(T-1)**.

3.5.3. Obtain a list of the decedent's awards, decorations, and badges for the uniform. The MO must make verification with the decedent's unit if they are going to process a posthumous promotion and/or 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 in accordance with [paragraph 7.8](#) of this publication. **NOTE:** If a member was under investigation for any crime, civilian or military, the MO must contact AFMAO to determine if consideration for denial of honors is warranted. **(T-1)**. The allegations and circumstances surrounding the member's death will be evaluated by legal authorities with a final decision from AF/A1 on whether to authorize or deny funeral honors.

3.6. Securing Personal Property and Effects. The MO will request the decedent's unit commander locate and secure personal property and effects under government control pending the appointment of a SCO, as described in [Chapter 13](#). If the decedent's residence or property is located off base and the PERE is not present or does not live with the deceased, the MO will contact the appropriate civil authority to assist with securing the residence and property of the deceased. (e.g., coroner, police, fire, sheriff). **NOTE:** Per DAFI 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 PERE or any surviving family member by the SCO. It will be surrendered to the nearest issuing activity. **(T-1)**.

3.7. Summary Courts Officer (SCO) Appointment. The MO will request the installation commander appoint a SCO. **(T-0)**. **NOTE:** There may be a requirement for SCO appointment at multiple installations when property or possessions are at more than one location. An appointment letter template is available on the AFMAO SharePoint.

3.8. Family Assistance Representative (FAR) Appointment. The MO at the decedent's home station ensures the decedent's unit commander recommends and provides a suitable FAR at the earliest opportunity to ensure availability to travel to the location of assigned family member in order to participate in all casualty and mortuary briefs. **NOTE:** The MO at the installation providing the FAR is responsible for funding temporary duty travel. **(T-1)**.

3.8.1. FAR Travel during National Emergencies. If travel restrictions are in place during a national emergency, FAR travel may be suspended.

3.8.2. Travel may be approved on a case-by-case basis via an Exception to Policy that is granted by the appropriate approval authority.

3.9. Initial Contact With the PADD. The MO responsible for briefing the PADD will verify with Air Force Casualty at Air Force Personnel Center or the CAR that the PADD and other NOK have been notified of the death. **(T-1)**. Once it has been confirmed that the PADD has been notified, the MO will contact the PADD within two hours of confirmation of notification, except between the hours of 2200 and 0800 hours (local), unless they specifically request contact or unique circumstances which necessitate a delay in contact. The initial contact may be limited to formal introductions, an explanation of roles for those supporting the PADD, informing the PADD of the location of the fallen Airman or Guardian and providing an expected timeline for the care and return of the fallen Airman or Guardian. Additionally, the MO will provide contact numbers and set up an appointment to brief the mortuary entitlements. **(T-1)**.

3.9.1. If the PADD is not available in the local area, the MO and MT may go TDY to the location or may request mortuary entitlements briefing assistance from a MO at an installation in the local area of the PADD.

3.9.2. When the two previous options are not ideal, the MO may brief the PADD by phone or virtual means unless directed otherwise by AFMAO. **(T-1)**.

3.9.2.1. When utilizing the telephone or virtual briefing option, a MT from the installation with mortuary case management or from the nearest regular Air Force installation or the FAR or CAR should be present (when possible) at the location of the PADD unless they request an immediate brief over the phone or refuse to meet in person. **(T-1)**.

3.9.2.2. The MO with case management responsibility will call the PADD and introduce them to the persons who will be conducting or assisting with the mortuary entitlements brief. **(T-1)**.

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

*Section 3B—Disposition, Preparation and Casketing.***3.10. Brief on Status of Identification, Autopsy Reports and Investigative Reports.**

3.10.1. The MO will keep the PADD, PNOK and parents of the deceased, informed daily on the status of identification and may explain mortuary entitlements but will not allow the PADD to sign disposition forms until the remains have been recovered and positively identified. **(T-1)**.

3.10.2. The MO will inform the PADD, PNOK and parents of the deceased, on how to obtain autopsy reports from AFMES or local medical examiner's office. **(T-1)**.

3.10.3. The MO will inform the PADD, PNOK and parents of the deceased, on the status of on-going investigations and how to obtain investigative reports when complete. **(T-1)**.

3.11. Mortuary Entitlements Brief. The MO will brief the PADD 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 PADD, the MO 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 (location, confirmation of identity, autopsy required, etc.). **(T-1)**.

3.11.1.3. Approximate time when remains will be available for return to final destination. **(T-1)**.

3.11.1.4. The decedent's information required to complete the death certificate at the location where the death occurred. **(T-1)**.

3.11.2. The MO completes the DD Form 3045, *Statement of Disposition of Military Remains* after the mortuary brief, and the PADD initials and signs the form. **(T-1)**.

3.11.3. The MO obtains required signatures from the PADD on additional forms to effect disposition instructions. **(T-1)**. **NOTE:** The signature of the PADD on the DD Form 3045 and other disposition forms provides written verification of the disposition instructions.

3.11.4. The MO and MT will wear service dress uniform, business attire for civilians (unless the PADD requests otherwise), when providing an in-person mortuary brief.

3.11.5. When conducting the mortuary brief by phone or virtually, the MO will ensure (when possible) there is an Air Force representative (MT, CAR, FAR, 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 PADD 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 (disposition forms, AFMES forms, etc.) will be presented to and signed by the PADD at first availability and included in the mortuary case file. **(T-1)**. **NOTE 1:** A sample confirmation letter is available on the AFMAO SharePoint. **NOTE 2:** The FAR'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 MO will brief and assist the PADD in requesting AFMES autopsy reports and photos and will facilitate the delivery of the reports. **NOTE:** If the MO or FAR 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. **(T-1)**.

3.11.7. The MO will inform the PADD and PNOK of their right to have an autopsy conducted at their own expense by a private pathologist. For the instances where the PNOK is not the PADD, the Air Force will only comply with directing the release of remains from its custody for the autopsy upon direction of the PADD or when presented with a court order directing such action. **(T-0)**.

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

3.12.1. If the PADD has already made arrangements and the remains have been prepared by a funeral home prior to the entitlements briefing, the MO will advise the PADD on the appropriate reimbursement entitlement allowance under option 5 on the DD Form 3045.

3.12.2. If an annual contract is not in effect at the place of death, consult with the unit Resource Advisor and submit a purchase order to the contracting officer requesting a contract award to handle the individual case. If the funeral home agrees to the standards outlined in the *Standards for DoD Mortuary Facilities and for Drafting a Performance Work Statement (PWS) for DoD Contracted Mortuary Services* and enters contract with the Air Force, all disposition options on the DD Form 3045 will be available to the PADD.

3.13. Relinquishment of the Right to Direct Disposition. If the person designated by the deceased member wishes not to fulfill the responsibilities or is physically or mentally incapacitated to such a degree that the individual cannot act as PADD, the individual must relinquish their right to direct disposition in writing. **(T-0)**.

3.13.1. The DD Form 3045 contains the option to relinquish the right to direct disposition. Relinquishment is accomplished by the PADD initialing next to the option and signing the DD Form 3045, which must be witnessed by an Air Force representative or notary. **(T-1)**.

3.13.2. The person wishing to relinquish their rights cannot name a replacement to act in their place. The MO will refer to the list of persons in [paragraphs 1.12.3.1](#) through [paragraph 1.12.3.9](#) to determine the person next in priority order is designated as the PADD. **(T-1)**.

3.14. Release of Remains to the Funeral Home. If the PADD requests the Air Force arrange preparation of remains, the MO will release the remains to the contract funeral home. The MO will provide contract funeral home with a signed copy of the DD Form 3045 or other document as required by local authorities, uniform or other burial clothing selection, and military escort information as soon as it becomes available. **(T-1)**.

3.15. Cremation. The PADD may request the deceased to be cremated. The Air Force will support this request by shipping the deceased to the destination designated by the PADD. **NOTE:** The funeral home under contract to the Air Force must enter a separate contract with the PADD if they are the one chosen to conduct the cremation. **(T-0)**.

3.15.1. The MO will explain the option to the PADD 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. **NOTE:** Sample photos of urns are available on AFMAO SharePoint. **(T-1)**.

3.15.2. The MO will:

3.15.2.1. Ensure the contract funeral home engraves the urn with: grade, 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. **(T-1)**. The Mortuary Affairs Office must ensure the engraved letters and numbers are block style and not less than one-half (1/2) inch in height. **(T-1)**. If the grade and name cannot be completed on the same line, place the grade 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 PADD requests, the initial of the first name may be used followed by the full middle name and last name. The MO will ensure that nicknames, call-signs or other engraving requests will not be granted as a primary expense under any circumstance. Personalized engraving is an authorized secondary expense. **(T-1)**.

3.15.2.2. Ensure the urn is positioned in the foot end of the casket for shipment. **(T-1)**. The MO 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.

3.15.2.3. 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 PADD 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 PADD authorization, contact AFMAO for guidance. **(T-1)**.

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

3.18. Inspection of Remains, Casket and Shipping Container (CONUS). The MO responsible for preparation of an eligible deceased Airman or Guardian will ensure the remains are inspected as listed in [paragraphs 3.18.1](#) through [paragraph 3.18.4](#). **(T-1)**. The inspections and associated documentation will be accomplished without delay so the 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 (Contracted Mortuary Facility)*, will be used to record the inspection. **(T-0)**. The MO will be available at all times, including Sundays and holidays to perform the inspection. **(T-1)**.

3.18.1. Pre-Embalming Inspection. The MO will meet with the contract mortuary representative or embalmer when the deceased arrives at their facility or at the earliest opportunity, 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 MO will complete a thorough inspection of remains following completion of the embalming but prior to the dressing of remains. **(T-1)**. The MO 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)**.

3.18.2.1. The MO will ensure the body meets the following specifications:

3.18.2.2. The eyes and mouth are closed to present a natural expression. **(T-1)**. All body surfaces are free of any evidence of debris or signs of medical treatment. All traumatized areas and incisions are sutured and sealed to ensure there are no signs of leakage of fluids from the remains. **(T-1)**. If the MO 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 MO will ensure all attempts are made to place the deceased in the clothing directed or provided by the PADD. **(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). **(T-1)**.

3.18.3.1. The MO will ensure the appearance of the clothing is neat with 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 MO will ensure it is accomplished in accordance with specifications outlined in the *Standards for DoD Mortuary Facilities and for Drafting a Performance Work Statement (PWS) for DoD Contracted Mortuary Services*. **NOTE:** Full body and head wrap instructions are available on the AFMAO SharePoint. **(T-1)**.

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

3.18.5. Post Casketing Inspection. The MO 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 PADD 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 MO will expedite the shipment of remains. **(T-1)**.

3.18.7. The MO will ensure the contractor certifies services and supplies furnished under the contract meet the specifications outlined in the *Standards for DoD Mortuary Facilities and for Drafting a Performance Work Statement (PWS) 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-0)**. **NOTE:** All merchandise provided by the contract funeral home must be new. **(T-1)**.

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

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

3.18.10. The MO will ensure the contract funeral home or AFMAO obtains a burial permit or transit permit, also ensuring that it is shipped with the decedent. **(T-1)**.

Section 3C—SCO and Escort Actions.

3.19. SCO Briefing. The MO(s) at the locations where personal property and effects are located will brief the SCO on their duties, provide a copy of **Chapter 13** and provide the name, address, email address and phone number of the PERE. **(T-1)**. The MO will also advise the SCO that all property actions require completion within 120 days of appointment, unless an extension of an additional period, not to exceed 60 days, is granted by the installation commander. **(T-2)**.

3.19.1. The MO must forward any request for an extension beyond the 180 days to AFMAO for coordination, accompanied by a written justification, installation SJA's Office comments and concurrence, and installation commander's concurrence. Submit the extension request to AFMAO no later than two weeks in advance of the 180-day deadline. Final approval resides at the AFMAO level. The AFMAO/CC will provide a written decision to the requesting installation FSS commander. The remaining SCO actions will be suspended and tracked by mortuary affairs personnel. **(T-1)**.

3.19.2. Escort Selection and Approval. The MO at the shipping installation will approve requests for one (1) military member to serve as the escort for the following circumstances:

3.19.3. Appointed Escort. When the PADD does not specifically request a military member by name to serve as the escort, the MO, in conjunction with the deceased member's unit commander, will designate a military member of equal or higher grade than the decedent to escort the remains. **(T-1)**. **NOTE:** The assigned escort must have an active government travel card and passport (as required) to be assigned as an escort. **(T-1)**.

3.19.4. Special Escorts. The PADD may request, by name, a current regular Air Force member of the military from any branch of Service to be the escort. **(T-1)**. Guard or Reserve members may be authorized if currently serving on orders. **(T-1)**. A special escort can be requested for any scenario as long as time constraints, clearances, passports, etc., are in order. **(T-1)**. If the PADD 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 MO will refer the request to AFMAO for coordination. **(T-1)**. **NOTE:** The assigned escort must have an active government travel card to be assigned as an escort. **(T-1)**.

3.19.5. Contingency Location Escorts. Escorts are not authorized to accompany remains from contingency locations to DoD Mortuaries. **(T-0)**. Per DoDI 1300.18, the official escort mission begins at the CONUS Port Mortuary and continues to the final place of disposition. **(T-0)**. Escort duties are delegated to the aircraft commander for human remains evacuation originating from within a contingency AOR. **(T-0)**.

3.20. Escort Briefing. The MO or MT from the shipping installation briefs the escort on their duties, instructs the escort to read AFPAM 34-504, *Escorting Deceased Air Force Military Personnel* (also known as the Escort Guide Book) and provides the escort the following:

- 3.20.1. A copy of Escort Guide Book (via AFMAO SharePoint or ePubs) which provides instruction for draping, folding, and presenting the flag at graveside should they be requested to do so by the PADD.
- 3.20.2. Burial transit permit, if applicable.
- 3.20.3. A copy of DAF Form 1947, *Escort Report*.
- 3.20.4. A cremation permit, if applicable.
- 3.20.5. Sentimental PE items to be hand-carried by the escort as requested by the PERE.
- 3.20.6. Letter of viewability status and any other required documentation.

3.21. Escort Travel Arrangements. The MO at the shipping installation 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 PADD. Additional time for the escort to attend the funeral service can be authorized by the MO with the unit commander's concurrence. The escort is authorized a rental vehicle. **(T-2)**. The MO at the shipping installation will:

- 3.21.1. 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 DTS. **(T-1)**. The escort's DTS administrator will generate orders ensuring "Escort for human remains" is annotated in the remarks section. **(T-3)**.
- 3.21.2. Authorize travel by commercial air (coach class), per diem and lodging while en route to and from, and at the final destination. If coach class is not available in time to assure delivery of the remains to meet the funeral and disposition commitments, the MO must gain approval from their DTS authorizing official to upgrade class of travel. **(T-1)**.
- 3.21.3. Escorts for Remains CONUS to OCONUS or OCONUS to OCONUS. Whenever possible, the MO 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 MO will notify the U.S. Defense Attaché Office of the nearest American Embassy in advance of the shipment of remains. **(T-1)**.
- 3.21.4. Escort Travel during a National Emergency. If travel restrictions are in place during a national emergency, escort travel may be suspended until the restrictions are lifted. Travel may be approved on a case-by-case basis via an exception to policy that is granted by the appropriate approval authority.

Section 3D—Interment Actions.

3.22. Arranging the Dignified Arrival. The MO arranging shipment of the remains will arrange for the BHG closest to the final destination airport to be present. The BHG will provide the dignified arrival. A dignified arrival is not required for remains being transferred overland via hearse. **(T-1)**. **NOTE:** Applies to the remains of eligible military personnel (see [Section 2A](#)) only. The requirement to perform a Dignified Arrival applies only to the receipt of casketed remains by the HG at commercial or military airports.

3.23. Arranging Military Funeral Honors. The MO will notify the installation responsible for providing MFH of the requirement as soon as practicable. **(T-2)**. The shipping MO must provide to the MO at the installation providing MFH the number of additional flags and the total number of flag cases required for presentation. **(T-1)**.

3.23.1. The MO at the installation providing MFH will provide the required number of flags and flag cases to the HG providing Honors. The non-commissioned officer in charge of the BHG will coordinate with the Funeral Director to ensure the flag cases are distributed to the authorized recipients before they depart the location of interment or the location where MFH are rendered, in the absence of an interment. **(T-1)**.

3.23.2. If eligible family members do not attend the funeral, interment or are not present at the location where MFH are rendered, the MO 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 HG member. **(T-1)**.

3.24. Applying for the Government Furnished Headstone. The VA may provide a headstone, upon receipt of a completed VA Form 40-1330, *Claim for Standard Government Headstone or Marker*, (available at www.va.gov), at no cost to the PADD. **NOTE 1:** The receiving Funeral Director or Cemetery representative should be available to assist with submitting this form.

Section 3E—Transportation of Remains and Funeral Travel.

3.25. 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 inform the airline of the use of military escort, and include the cost on their bill to the Air Force. **(T-1)**. The funeral home will notify the MO of the flight itinerary. The MO will ensure the casket is draped with a flag and secured by a flag band prior to movement. **(T-1)**. **NOTE:** If a member is being denied MFH, a DoD-procured flag will not be used to drape the casket. A flag provided by the family or procured through the VA may be used to drape the casket, or the casket will be shipped without a flag. **(T-0)**.

3.26. Shipping Remains from Origin in OCONUS.

3.26.1. Remains will be transported from the place of death to the nearest OCONUS DoD mortuary facility or to the CONUS Port Mortuary, as expeditiously as possible as directed by the Armed Forces Medical Examiner. **(T-1)**. The aircraft commander will serve as the escort for transport of remains within a Combatant Command or returning to DoD mortuaries. **(T-0)**.

3.26.2. When AFMES directs remains be moved directly to a DoD mortuary 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. **(T-1)**.

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

3.26.2.2. If the death occurred in a combat theater of operation the PNOK may request a delay so long as the delay does not exceed 12 hours, in accordance with OSD script briefed to families prior to a DT. This request is made by the PNOK to the service liaison.

3.26.3. 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 PADD or as directed by AFMES or AFMAO. **(T-1)**.

3.26.4. Remains processed in a DoD 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 PADD, or as directed by AFMES or AFMAO. **(T-1)**.

3.27. 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 dignified arrival at the final destination airport and for MFH, of transportation details pertaining to the movement of the deceased and include the information in [Table 3.2](#). **(T-1)**.

3.28. Sending the Instruction Letter to the Receiving Funeral Home. Letters for recommended viewability. The shipping installation MO will fax or email, followed up by a phone call, a letter to inform the receiving funeral director of the condition of the remains. An example can be found on the AFMAO SharePoint. **NOTE:** The MO must ensure it is neither written nor implied in verbal communications with the PADD or receiving funeral director that the Air Force prohibits the opening of a closed casket after arrival at the receiving funeral home. **(T-1)**.

3.29. Funeral Travel Assistance. In accordance with [Table 2.4](#), the MO who briefed the PADD will directly assist all persons authorized funeral travel with their travel arrangements to attend the funeral. **(T-1)**.

3.29.1. The MO must gain approval from their DTS Authorizing Official to upgrade class of travel. The MO with mortuary case management responsibility will provide cross-org or funding authorization to installation providing assistance. **(T-1)**.

3.29.2. Prepare invitational travel orders in the DTS citing authorized points and modes of travel or if the travel orders are prepared by the mortuary office briefing the PADD, provide funding by using the "X-Org" function in the DTS. If any authorized traveler is an eligible military member or DoD civilian employee, the MO or MT will submit to a traveler's home unit a funding authorization, certified by the FSS, to be loaded into the DTS to generate travel orders. **(T-1)**.

3.30. Unit Memorial Service Travel Assistance. The MO where the unit memorial service is held will assist all persons authorized travel with their arrangements to attend the unit memorial service. **(T-3)**.

3.30.1. The MO must gain approval from their DTS authorizing official to upgrade class of travel. **(T-3)**.

3.30.2. The MO will 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.

3.31. Body Not Recovered (BNR) and Declared Deceased. The MO nearest the place of the incident will provide AFMAO a summary of events by e-mail. The MO will ensure it includes a summary of the S&R efforts, circumstances explaining why remains are not recoverable at the present time and information concerning probability of additional S&R actions 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 mortuary case management responsibility according to circumstances of the case. The MO assigned with this responsibility will:

3.31.1. Brief the PADD on BNR status and memorial service entitlements. The MO must ensure the reimbursement for a BNR memorial service does not exceed the amount allowed for interment allowances when burial is in a national or government cemetery. **(T-0)**.

3.31.2. Arrange a BNR memorial service, if requested by the PADD.

3.31.3. Present a flag and hardwood flag case to eligible recipients. **(T-0)**.

3.31.4. Memorial Plots. Provide the PADD 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.

3.31.5. Inform the PADD 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)**.

3.32. Final Mortuary Officer (MO) Actions. The MO will accomplish the following:

3.32.1. Obtain the FAR's log. **(T-3)**.

3.32.2. Ensure SCO has completed all actions; the SCO file and closure letter has been staffed through the SJA Office for review and to the installation commander for signature. **(T-2)**.

3.32.3. Collect the completed DDAF Form 1947, and include in the mortuary case file. **(T-3)**.

3.32.4. Ensure payment of expenses incident to the death of an Airman or Guardian and next-of-kin funeral travel. **(T-0)**. **NOTE:** The PADD has six years from the date of the funeral, interment, or cremation to submit all claims for reimbursement from the secondary funeral expense entitlement. In the case of cremation, if the PADD chose to retain the cremated remains at home and at a later date decides to inter or scatter the cremated remains and incurs an authorized secondary funeral entitlement expense, a new claim can be made to reimburse up to any remaining entitlement amount left over from the original claim. Claims against the government can be made up to six years following date of death. AFMAO will designate responsibilities for payments in unique situations. **(T-1)**.

3.32.4.1. The MO 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 MO at the installation conducting the unit memorial service must ensure next of kin travel claims are paid or reimbursed. **(T-1)**.

3.32.4.1.1. The MO will ensure an itemized statement of funeral goods and services selected/funeral purchase agreement, signed by the PADD, is obtained from the receiving funeral home and a date stamp applied annotating date of receipt. **(T-3)**.

3.32.4.1.2. The MO will ensure the DD Form 1375, *Request for Payment of Funeral and/or Interment Expenses*, signed by the PADD, is received within 15 days of the funeral and a date stamp is applied annotating date of receipt. **(T-3)**.

3.32.4.1.3. The MO will ensure the Standard Form (SF) 1034, *Public Voucher for Purchases and Services Other than Personal*, is completed for adjudication of the claim, to reimburse the PADD or the receiving funeral home or cemetery, as applicable. **(T-3)**. The SF 1034 will be submitted to the installation finance office within five days of receipt and annotated with the date of submission. **(T-3)**. All processing and payment dates are recorded in the mortuary case file. **(T-1)**.

3.32.4.1.4. The PADD has six years from date of death to submit all claims for reimbursement from the secondary expense entitlement related to the interment, funeral, memorial or cremation that took place in the year of the death. **(T-0)**. In the case of cremation, if the PADD chose to retain cremated remains at home and years later decides to inter or scatter the cremated remains, this will be considered a new claim for expenses directly related to that action alone and the six year rule will not apply. This new claim will allow any remaining funds allocated for secondary entitlement not already previously expensed to be used against the new claim. Any actions categorized as a primary expense item (e.g., State VA cemetery fee) will be paid as a primary expense item. **(T-1)**. **NOTE:** This paragraph does not authorize a second entitlement, but merely allows any remaining secondary expense funds related to this case be applied to the new action. **(T-1)**.

3.32.4.1.5. The MO 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 DCIPS, retain the original mortuary case file locally for the remainder of the current calendar year and one additional calendar year, retire the file electronically to AFMAO in PDF format through encrypted DoD SAFE to AFMAO.CCEA.RecordsMgmtOrg@us.af.mil in accordance with DAFI 33- 322, Records Management and Information Governance Program, until directed otherwise by AFMAO. **(T-1)**. **NOTE:** AFMAO will keep all files on AFMAO's official records drive electronically and back up accordingly.

3.32.4.2. The MO with mortuary case management responsibility must communicate at least once a month with the PADD, PNOK, parents and other family members designated by PADD/PNOK of the deceased to determine if there are any outstanding issues related to funeral travel, fulfillment of mortuary entitlements, delivery of personal property, or if they have questions regarding how to obtain autopsy reports, death certificates, or

investigative reports. **(T-1)**. This outreach will begin upon conclusion of the funeral and continue until the mortuary case is closed, at which time the MO will inform the PADD, the PNOK and the Parents of the deceased that their role is complete and they will continue to be served by a representative from AFFF, ensuring the family has the appropriate contact information for AFFF. **(T-1)**.

Chapter 4

ELIGIBILITY AND ENTITLEMENTS FOR OTHER CATEGORIES OF PERSONNEL

4.1. Purpose and Eligibility. This chapter describes mortuary entitlements for personnel who fall into categories other than deceased personnel outlined in [Section 2A](#).

4.2. Entitlements – Transportation of Remains. MOs 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 PADD or sponsor. The only exception to this policy is when AFMES 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.
Within the United States	For remains within CONUS, including Alaska and Hawaii, the MO 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.
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.	

Section 4A—Other Categories of Entitled Persons.

4.3. Dependents of Entitlement Eligible Personnel.

4.3.1. Eligibility. In order to establish eligibility, deceased dependents must be registered in the Defense Enrollment Eligibility Reporting System (DEERS) and require the issuance of a death certificate. (T-0). Neonatal deaths, stillborn, miscarriages, and spontaneous abortions, require the issuance of a state-issued death certificate, a DD Form 2064 or hospital records to substantiate meeting the eligibility requirement for transportation. Pursuant to (Title 10, USC § 1084, *Determinations of Dependency*) the Secretary of Defense designates deceased pre-term fetuses and stillborn infants, regardless of weight or gestation, to be considered dependents. (T-0). Should the NOK choose to retain fetus or stillborn remains to effect disposition, those remains will be handled in a manner consistent with established policies for entitled dependents as outlined in Title 10, USC § 1085, *Medical and Dental Care From Another Executive Department Reimbursement*. (T-0). 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 Department of the Air Force 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. The sponsor may request interment in a government cemetery or a government furnished headstone or grave marker for interment in a private cemetery. **(T-0)**. Interment in a government cemetery may require commitment from the sponsor that the sponsor will be buried in the grave with their dependent upon their death. The dependent's name is placed on the reverse side of the VA headstone or grave marker in a government cemetery. **NOTE:** Arlington National Cemetery requires a Letter of Good Standing for the sponsor signed by the General Court Martial Convening Authority from the member's chain of command (template available on AFMAO SharePoint). **(T-0)**. Additionally, government cemeteries may require a Letter of Good Standing and DAF Form 507, *Agreement for Burial*, to accompany the initial dependent interment request. **NOTE:** If a veteran commits misconduct after their dependent is buried in a government cemetery, contact the cemetery management or the National Cemetery Administration at 1-866-900-6417 for further guidance.

4.3.4. Additional CONUS entitlements include: The sponsor may request the dependent be prepared in a DoD mortuary on a reimbursable basis when local commercial facilities and supplies are not readily available or are cost prohibitive. **(T-0)**.

4.3.5. Additional OCONUS entitlements include:

4.3.5.1. Consulate fees and sealing of the casket.

4.3.5.2. Preparation in a DoD mortuary on a reimbursable basis.

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

4.3.5.4. 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:** MOs at OCONUS installations must maintain a price list for mortuary services and supplies available at government mortuaries on a reimbursable basis. **(T-0)**.

4.4. 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. **(T-0)**.

4.5. 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 and National Oceanic and Atmospheric Administration, 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. Units may contact AFMAO for further guidance.

4.6. Air National Guard and Reserve Component Members.

4.6.1. Eligibility. traditional members of the Air National Guard or Air Force Reserve 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.

4.6.2. SCO is assigned to each fatality case if member was in active duty status.

4.6.3. MFH for traditional Air National Guard or Air Force Reserve members (not on active-duty orders) are the same as retirees.

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

4.7. Foreign Military Members.

4.7.1. Eligibility. International military education and training foreign military trainees, foreign exchange military members and foreign cadets who die while in the U.S. or while on U.S. military installations overseas are eligible for certain mortuary entitlements.

4.7.2. Entitlements. May include arranging for care of remains at an Air Force contracted funeral home and arrangements for transportation of remains and escort to the final destination. The Air Force will arrange for preparation using the contract funeral home. The PADD, PNOK or responsible person will pay for all secondary funeral and interment costs. **NOTE:** Entitlements for preparation of remains by the US government apply. **(T-0).**

4.7.2.1. International Military Education and Training Foreign Military Trainees. International military education and training funds from the decedent's international travel orders are used to defray costs of preparation and shipment of remains (unescorted) to the home country.

4.7.2.2. Foreign Exchange Military Members. The appropriate government pays all expenses incident to preparation and shipment of remains. The MO should support the request for assistance with the name of the contract mortuary to expedite the preparation and return. The MO will ensure the contract mortuary understands the appropriate government agent is responsible for paying all associated expenses. **(T-0).**

4.8. Retirees and Their Dependents. This section applies to former military members entitled to retired or equivalent pay and their dependents.

4.8.1. Eligibility. The decedent must have been declared deceased 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.

4.8.2. 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.

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

4.8.3.1. Retirees and dependents who 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 DoD. The person directing disposition must arrange for a funeral home to receive the remains upon arrival at destination.

4.8.3.2. Retirees and dependents who die while OCONUS and while admitted as an inpatient in a medical treatment facility of the armed forces of the United States are entitled to the reimbursement stipulations in [paragraph 4.8.2](#). **NOTE:** Reimbursement is paid to the person directing disposition or the person who paid the expenses.

4.8.3.3. 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 PNOK; and urn all on a reimbursable basis.

4.8.3.4. 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 costs for care and disposition of the remains through the receiving funeral home and cemetery.

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

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

4.9. Appropriated Funds (APF) Civilian Employees.

4.9.1. Eligibility. Employees paid out of APF are entitled to certain mortuary entitlements. APF civilian employees include those under Title 5, USC, *Government Organization and Employees*, and Title 32, USC, *National Guard*. Civilian employees eligible for mortuary entitlements include those employees who die while:

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

4.9.1.2. 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. **(T-0)**.

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

4.9.2. APF Civilian Employee Entitlements.

4.9.2.1. CONUS. If the employee meets eligibility requirements outlined in paragraphs **4.9.1** through **4.9.1.3**, the Air Force will pay the expenses for S&R, 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 PNOK can elect to use the contract funeral home or, if the death does not occur at or near an installation, the PNOK 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 PNOK, with the cremated remains being transported under escort to the place of final disposition in the urn selected by the PNOK. Round trip transportation is entitled for no more than two (2) escorts to accompany the remains to the place of interment. **NOTE:** Civilian Personnel Office will coordinate with the PNOK or other person authorized to direct disposition and the unit commander to determine who is escorting. **(T-0)**.

4.9.2.2. OCONUS. In addition to the expenses listed in **paragraph 4.9.2.1**, the Air Force will pay the expenses for preparation in a DoD mortuary, the 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 **paragraph 4.9.2.1** apply and must be performed in the local area where the death occurred.

4.9.2.2.1. 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)**.

4.9.2.2.2. Round trip transportation is entitled for no more than two (2) escorts to accompany the remains to the place of interment. **(T-0)**.

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

4.9.2.4. The PNOK must arrange for a funeral home to receive the remains upon arrival at the designated airport and pay all costs for care and disposition of the remains through the receiving funeral home and cemetery expenses.

4.9.2.5. The PNOK can also file a Federal Workman's Compensation claim by contacting the Air Force Personnel Center (AFPC)/OWCP Manager at 210-565-3875 or by email at injury.compensation@us.af.mil.

4.9.2.6. If the APF employee is also a military retiree or veteran, he or she may be entitled to interment in a government cemetery, MFH at the place of interment, and a VA headstone or marker.

4.10. Dependents of APF Civilian Employees - OCONUS only.

4.10.1. Dependents of APF Civilian Employees' Eligibility. Dependents must have been declared deceased while residing at or traveling to or from the employee's permanent OCONUS duty station, to include Alaska, in accordance with Title 5, USC § 5742(c) *Transportation of Remains, Dependents, and Effects; Death Occurring Away From Official Station or Abroad*. **(T-0)**. The entitlement does cover deaths occurring in Hawaii. **(T-0)**.

4.10.2. Dependents of APF 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)**.

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

4.10.2.2. The sponsor must pay all costs for care and disposition of the remains through the receiving funeral home and cemetery. **(T-0)**.

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

4.11. Non-Appropriated Fund (NAF) Employees - OCONUS only.

4.11.1. Eligibility. NAF employees must have been declared deceased while residing at or traveling to or from a permanent or deployed OCONUS duty station to receive entitlements. **(T-0)**. **NOTE:** Pursuant to (Title 10, USC §1086, *Contracts for Health Benefits for Certain Members, Former Members, and Their Dependents*), there is no entitlement for deaths occurring within CONUS, Alaska or Hawaii.

4.11.2. Entitlements. S&R, 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 NAF instrumentality (funding source). **NOTE:** Cremation must take place in the local area where the death took place and at a funeral home or crematory under contract to the PNOK, with the cremated remains transported under escort to the place of final disposition in the urn selected by the PNOK. **(T-1)**. Escort travel is funded by the NAF instrumentality. NAF employees who are family members of US military or civil service employees would be entitled to such care and disposition of remains in line with previously outlined eligibility (APF).

4.11.2.1. If the PNOK 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 PNOK must determine with the NAF instrumentality if they cover the associated expenses and if so, how much.

4.11.2.2. 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 and in accordance with 5 USC § 5742 and 10 USC § 1482a, 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 presentation of a flag to the PNOK. **NOTE:** The term "contingency operation" includes humanitarian operations, peacekeeping operations and similar operations. **(T-0)**.

4.11.3. The PNOK must pay all costs for care and disposition of the remains through the receiving funeral home and cemetery. **(T-0)**.

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

4.12. Dependents of NAF Employees - OCONUS only.

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

4.12.2. Dependents of NAF Employees Entitlements. The employee's NAF 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)**.

4.12.3. 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 MO will ensure payment is provided to the DoD mortuary and made to US Treasury via check, cashier's check or money order. **(T-0)**.

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

4.12.5. If a dependent of a NAF civilian employee dies and their sponsor is a military retiree or veteran, the dependent may be entitled to support outlined in [paragraph 4.8](#) and following subparagraphs.

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

4.13.1. 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 of 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.

4.13.2. 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. A DoD mortuary may prepare the remains. The MO 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 PNOK.

4.13.3. The PNOK must pay all costs for care and disposition of the remains through the receiving funeral home and cemetery.

4.13.4. If the contractor is a retiree or veteran, he or she may be entitled to interment in a government cemetery, MFH at the place of interment, US burial flag and a VA headstone or marker. Refer to [paragraph 4.8.3.1](#) for space available entitlements.

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

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

4.14.2. 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 may prepare the remains. The MO will work directly with the sponsor's supervisor and the government contracting officer to validate entitlements before briefing the sponsor. **(T-0)**. The employer (i.e., the contractor) is responsible for obtaining disposition instructions from the sponsor.

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

4.14.4. If a dependent of an Air Force Contract employee dies and their sponsor is a military retiree or veteran, the dependent may be entitled to interment in a government cemetery. Refer to [paragraph 4.8.3.1](#) for space available entitlements.

4.15. American Red Cross and United Service Organizations (USO) Employees - OCONUS only.

4.15.1. The remains of an American Red Cross or USO employee supporting the Air Force may be prepared in a military mortuary on a reimbursable basis; provided burial clothing; a specification casket; a specification urn, and if requested shipment of the remains to a CONUS aerial port. The PNOK or person authorized to direct disposition must provide instructions in the care and disposition of remains. **(T-0)**.

4.15.2. The PNOK must arrange for a funeral home to receive the remains upon arrival at the point of entry and pay all costs for care and disposition of the remains through the receiving funeral home and cemetery. **(T-0)**.

4.15.3. 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, MFH at the place of interment, US burial flag and a VA headstone or marker. Refer to [paragraph 4.8.3.1](#) for space available entitlements.

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

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

4.16.2. The sponsor must arrange for a funeral home to receive the remains upon arrival at the aerial point of entry and pay all costs for care and disposition of the remains through the receiving funeral home and cemetery. **(T-0)**.

4.16.3. If a dependent of an American Red Cross or USO employee dies and their sponsor is a military retiree or veteran, the dependent may be entitled to interment in a government cemetery. Refer to [paragraph 4.8.3.1](#) for space available entitlements.

4.17. Foreign National Civilian Employees.

4.17.1. 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).

4.17.2. Entitlements. Based on foreign national civilian employee support agreements, the Air Force may 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. The Air Force will transport the remains to the decedent's home or official station, or to a point no further distant. **(T-0)**. The PNOK or person authorized to direct disposition is responsible for all 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.

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

4.18. Other Eligible US Citizens.

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

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

4.18.1.2. Civilians working directly for the military through a contract agency for any Service.

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

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

4.18.2. 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 in accordance with 10 USC §1086, 7 FAM 250-259.5; however, the Secretary of Defense must approve shipment by MilAir.

4.19. Dependents of Other Eligible US Citizens.

4.19.1. 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.

4.19.2. Entitlements, Preparation of remains and transportation to a DoD mortuary are provided on a reimbursable basis, when the Department of State requests such services. **(T-0)**. The Department of State (embassies or consulates) can request preparation and casket on a reimbursable basis without DoD approval in accordance with 10 USC § 1086 and Volume 1, *Foreign Affairs Manual*, Sections 250-259.5; however, the Secretary of Defense must approve requests for shipment by MilAir. **(T-0)**.

4.20. Military Prisoners.

4.20.1. 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.

4.20.2. 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)**.

4.20.3. Military prisoners are not authorized an escort, next of kin travel, interment in a government cemetery, or a government headstone.

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

4.21. Indigent or Unclaimed Persons. These are persons who die on an Air Force or Space Force installation and neither a PNOK nor the local municipal authorities assume custody or provide disposition instructions for the remains. The MO at the installation where the remains were located will obtain all records of police or investigative agencies and attempt to locate family members. Additionally, the MO must request an opinion from the SJA regarding state laws that pertain to the authority to effect disposition. **(T-1)**. Once this information has been collected, contact AFMAO for further guidance.

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

4.22.1. Eligibility. POWs and interned enemy aliens who die while in Air Force custody. MOs will process enemy POWs in accordance with the Geneva Conventions (Geneva Convention Relative to the Treatment of Prisoners of War, Article 120, Death of Prisoners of War). **(T-0)**.

4.22.2. Entitlements. The Air Force, at AFMAO direction, will prepare, dress and casket remains in a minimum-cost, non-specification casket and transport remains from the place of death to a cemetery designated by AFMAO. (T-0). **NOTE:** For enemy remains, please see [paragraph 11.4.2](#).

Chapter 5

MORTUARY ACTIONS FOR OTHER CATEGORIES OF PERSONNEL

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

5.2. Validation of Status and Mortuary Entitlements. For all categories of personnel, the MO will validate the individual's status through enrollment in DEERS prior to reporting the death and briefing the sponsor, PNOK or employment agency on the authorized mortuary entitlements. (T-1).

5.3. Initial Death Messages. The MO will send initial death messages for all categories of personnel to AFMAO via afmao.ma@us.af.mil and afmao.opscenter@us.af.mil. (T-1). The MO will include the information in [Table 5.1](#) and also create a case in DCIPS. (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 grade.
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 S&R and identification actions.
5.	DCIPS case number

5.4. Mortuary Case Files. The MO will complete a mortuary case file for all decedents in the DCIPS. **NOTE:** The MO processing the claim will create the case in the DCIPS. (T-1).

5.5. Mortuary Entitlements Briefing. The MO will brief the PADD, sponsor, or PNOK on the applicable mortuary entitlements. (T-1).

5.6. Payment or Reimbursement of Authorized Expenses. The MO will complete all necessary paperwork for processing payment and send documents to the Resource Advisor. (T-1). Following payment or reimbursement, the MO will input the claims data into the proper section of the DCIPS and send final signed documents to the resource advisor. (T-1).

5.7. Dependents of Members in Active-Duty Status (CONUS Deaths). The MO at the home station of the sponsor or PNOK will:

5.7.1. Accomplish actions in [paragraphs 5.2](#) through [paragraph 5.6](#) as applicable. (T-1).

5.7.2. Provide Sponsor or PNOK a DAF Form 969, *Request for Payment of Transportation Expenses for Deceased Dependent or Retiree*. **NOTE:** Claims against the government can be made up to six years following the date of death. (T-1).

5.7.3. Obtain an itemized transportation bill and completed DAF Form 969 from the sponsor or PNOK. (T-1).

5.8. Dependents of Members in Active-Duty Status (OCONUS Deaths). The MO at the home station of the sponsor or PNOK will:

5.8.1. Accomplish actions in [paragraphs 5.2](#) through [paragraph 5.6](#) as applicable. **(T-1)**.

5.8.2. If the sponsor or PNOK 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 MO 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 PNOK 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 or FLDCOM/S1, receiving funeral home, and installations, etc., that remains have been shipped. The MO will include provide information outlined 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), grade and date of birth for sponsor or PNOK and the name of the other surviving parent, if applicable.
3.	Type of services desired by sponsor or PNOK.
4.	Whether the sponsor or PNOK 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 DAF Form 969 from the sponsor or PNOK. **(T-1)**.

5.8.6. If the MO learns of a dependent death after the fact, and the sponsor or PNOK has arranged or assumed responsibility for the transportation of the remains, the MO will:

5.8.6.1. Ensure the dependent's status is updated in DEERS. **(T-1)**.

5.8.6.2. Furnish the sponsor or PNOK with a DAF Form 969 to claim payment for authorized transportation expenses incurred. Instruct the sponsor or PNOK 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. Members of Another Branch of Service. If notified of a death, the MO will:

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

5.9.2. Inform AFMAO of the death via afmao.opscenter@us.af.mil. **(T-1)**.

5.10. Air National Guard Members. If notified of a death, the NGB/MO will:

5.10.1. Contact NGB/A1XR within 24 hours of notification of death or by contacting the ANGR Command Center to confirm if the member was on active-duty orders at the time of death. (T-0). If determined the member was on active-duty orders, the NGB/MO will immediately notify the AFMAO Mortuary Affairs Division of the death to obtain further guidance. (T-1).

5.10.2. Obtain information listed in the deceased member's personnel records to determine PADD and PERE. (T-1). The Record of Emergency Data must be obtained from the CAR to determine whom the member designated as the PADD. (T-0).

5.10.3. Initial Contact with the PADD. Ensure the CAR completes initial contact with the PADD. Once verified, the MO contacts the PADD within two to twelve hours of confirming notification. (T-1).

5.10.4. SCO. The MO or FSS commander may assume the duties of the SCO in the death of a traditional Guardsman or Reservist. Refer to [Chapter 13](#), Disposition of Personal Property and Effects, for guidance.

5.10.5. Appointment of a FAR. Ensure appointment of a FAR by the decedent's unit commander to carry out duties in accordance with [Chapter 12](#). Within 24 hours of appointment, the MO will ensure the National Guard Bureau is notified of FAR appointment and training via Air National Guard Mortuary Worksheet. (T-1). Train the FAR. (T-2).

5.10.6. Provide assistance and supervision to the FAR for the duration of the FAR's assignment in accordance with [Chapter 12](#). (T-3).

5.10.7. ANG Mortuary Officer or Mortuary Technician will complete the Air National Guard Mortuary Worksheet (found on the NGB/A1XR SharePoint: <https://usaf.dps.mil/teams/12876/CombatSupport/SitePages/Home.aspx>) and send electronically, along with a copy of the initial casualty report, to NGB/A1XR within 24 hours of receiving notification of death of ANG member. (T-2). Additional information that should be sent includes, but is not limited to: record of emergency data, Servicemember's Group Life Insurance information and personnel data brief.

5.11. Foreign Military Members. Upon the notification of the death of a foreign military member, the MO will:

5.11.1. Notify Air Force Security Assistance Training Squadron, Randolph AFB and AFMAO. 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).

5.11.2. Provide requested assistance, which includes arranging for care of remains at a funeral home under contract with the Air Force, arranging for transportation of remains and escorting of remains to the final destination. **(T-1)**. Assist the international military student office officer or the representative for the foreign military member to secure PE and property pending their return to the next-of-kin. **(T-1)**. Consult with Air Force Security Assistance Training Squadron and AFMAO for instructions. The Air Force will pay for preparation costs; the PNOK or responsible person will pay for funeral and interment costs. **(T-0)**. **NOTE:** The international travel orders will contain vital statistic information to include a pseudo social security number defined in [Attachment 1](#).

5.11.3. The MO will do the following:

5.11.3.1. Obtain vital statistic information on the decedent.

5.11.3.2. Obtain disposition instructions, to include embalming or cremation permission as required.

5.11.3.3. Coordinate with the member's representative to determine religious accommodations.

5.11.3.4. Request a flag from the member's home country to drape the casket for transportation to final destination.

5.11.4. 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)**.

5.11.5. Foreign Exchange Military Members and Cadets. 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 or Red Book of Funeral Directors contains a full listing of consulates and their contact information.

5.12. Retirees and Their Dependents. The MO will accomplish actions in [paragraphs 5.2](#) through [paragraph 5.6](#) (as applicable). **(T-1)**.

5.13. APF and NAF Civilian Employees and Their Dependents. The MO will accomplish actions in [paragraphs 5.2](#) through [paragraph 5.6](#) (as applicable). **(T-1)**.

5.14. Contractors and Their Dependents. The MO will:

5.14.1. Accomplish actions in [paragraphs 5.2](#) through [paragraph 5.6](#) (as applicable). **(T-1)**.

5.14.2. 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)**.

5.15. Red Cross and USO Employees and Their Dependents - OCONUS. The MO will:

5.15.1. Advise Red Cross (and USO, if applicable) of the death. **(T-1)**.

5.15.2. Accomplish actions in [paragraphs 5.2](#) through [paragraph 5.6](#) (as applicable). **(T-1)**.

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

5.16. Foreign National Civilian Employees.

5.16.1. 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. 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 PNOK 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.

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

5.17. Other US Citizens - OCONUS.

5.17.1. The MO will:

5.17.1.1. 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.

5.17.1.2. Accomplish actions in [paragraphs 5.2](#) through [paragraph 5.6](#) (as applicable). Include disposition and PNOK information in the initial message. 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)**.

5.17.2. 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.

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

5.18. Military Prisoners. The MO will:

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

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

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

5.20. Enemy POWs and Interned Enemy Aliens. The MO 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.

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 S&R team and the actions to take during an actual mishap involving Air Force assets or Air Force personnel.

6.2. National Incident Management System. Air Force S&R capabilities are aligned within the National Incident Management System. This 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 S&R teams conduct S&R operations and may be accompanied by member(s) of AFMAO based upon consultation between the MO and the AFMAO/CC at the request of the wing commander. Installations must meet the specific manning, training, and equipment requirements detailed in [Table 6.1](#), [Table 6.2](#), [Table 6.3](#) and [Table 6.4](#). (T-1).

6.4. Installation Requirement for S&R Team.

6.4.1. Installations with military assigned to the FSS will have an installation S&R team properly trained, manned, and equipped to respond to mishaps when required. The S&R team will be composed of a minimum core of 11 military members primarily from the FSS, but may be augmented with other military members or civilians from other installation squadrons as needed. (T-2).

6.4.2. S&R team members may receive initial training at tech school or through home station training. The FSS commander or Director, Deputy or Operations Officer are required to be trained in installation S&R operations. (T-1).

Table 6.1. Installation S&R Team Composition and Training Requirements.

Manning	Training	Duties
11-person core team: 1x team leader 2x flankers 8x team members	Initial training - formal (e.g. Silver Flag, Fatality S&R Teams) Initial or Annual training-home station	Team leader Flankers NOTE: All team members are responsible for remains recovery
Augmentees	Just-in-time training	Same as above

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

6.6. S&R Capability Limitations. S&R 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 Bio-environmental. **(T-3)**. The Air National Guard's Fatality S&R Teams are capable of operating in a chemical, biological, radiological and nuclear environment.

6.7. S&R Roles and Responsibilities.

6.7.1. AFMAO will:

6.7.1.1. Respond to any Class-A mishap (as defined in DAFI 91-204, *Safety Investigations and Reports*) involving loss of life and mass fatalities within CONUS, Canada, U.S. Territories and Central America, unless immediate full remains recovery occurs, as requested by the wing commander (AFMAO will provide technical assistance in the recovery and preparation of incident victims as requested). **(T-1)**.

6.7.1.2. Provide S&R assistance, as necessary. **(T-1)**.

6.7.1.3. Serve as the subject matter expert in the development of curriculum in the instruction of formal S&R training. **(T-1)**.

6.7.2. National Guard Bureau will:

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

6.7.2.1.1. The fatality S&R Team is an embedded or stand-alone modular Air National Guard capability.

6.7.2.1.2. The primary mission of the fatality S&R Team is to provide incident response capability to recover chemically, biologically and radiologically contaminated human remains and their associated PE and transfer the remains and effects to designated collection points within the incident site.

6.7.2.1.3. Fatality S&R 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.

6.7.2.1.4. The fatality S&R Teams consist of a two-person command and control team and a nine-person tactical recovery team. Training for this team is conducted by the US Army.

6.7.3. Installation commander will:

6.7.3.1. Ensure an S&R team is appointed by the FSS commander. **(T-1)**.

6.7.3.2. Ensure an S&R team functions under the supervision of the MO as part of the installation disaster response force. **(T-1)**.

6.7.3.3. Ensure the installation coordinates its S&R plans and memorandums of agreement with supporting organizations and agencies. **(T-1)**.

6.7.3.4. Ensure the performance of the S&R team is evaluated during base level exercises or training exercises. **(T-1)**.

6.7.4. Installation Plans Office will:

6.7.4.1. Review the installation mortuary plan every (2) years. **(T-1)**. **NOTE:** ANG installation mortuary plans should also be submitted to NGB for review every 2 years.

6.7.4.2. Ensure the performance of the installation S&R team is evaluated during base level exercises or training exercises. **(T-1)**.

6.7.5. FSS commander will:

6.7.5.1. Appoint members assigned to the S&R team by memorandum. **NOTE:** Establish a memorandum 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 S&R requirements exceed the installation's capacity. **(T-1)**.

6.7.5.2. Ensure members assigned to the S&R team are properly trained and equipped. **(T-1)**.

6.7.5.3. Ensure all MOs are trained to lead the S&R team and are knowledgeable in their responsibilities regarding recovery of remains. **(T-1)**.

6.7.5.4. Act as or appoint a FSS leader who has experience or has been trained in S&R operations to act as or assist the representative at the Emergency Operations Center to coordinate support to S&R operations.

6.7.6. MOs will:

6.7.6.1. Develop a written installation mortuary plan for the implementation and execution of S&R operations, ensuring identifications are accomplished and proper handling of remains. **(T-1)**. Maintain a competent, trained S&R team, to include a designated 11-person core team, and ensure the team is appropriately staffed to conduct continuous S&R operations based on the team's mission. **(T-1)**. **NOTE:** Air National Guard Fatality S&R Team units will designate a S&R team aside from the Fatality S&R Team. **(T-1)**.

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

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

6.7.6.4. Ensure the FSS Readiness office provides annual training to S&R team. **(T-1)**. Team should be trained on:

6.7.6.4.1. Potential occupational and environmental health hazards determined by bio-environmental engineering.

6.7.6.4.2. Proper use of personal protective equipment (PPE).

6.7.6.4.3. Human anatomy and the ability to recognize portions of human anatomy.

- 6.7.6.4.4. S&R procedures to include leading, flanking, remains recovery, tagging procedures, mapping, plotting and use of GPS.
- 6.7.6.4.5. Pre-exposure briefing by a mental health representative covering psychological impacts of exposure and available resources.
- 6.7.6.4.6. The MO will ensure training of S&R 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)**.
- 6.7.6.5. Ensure management and lead personnel receive Home Station Readiness Training and Force Support Combat Training. **(T-1)**.
- 6.7.6.6. Coordinate S&R procedures with the base mishap response plan, as required by DAFI 91-202, *The US Air Force Mishap Prevention Program*. **(T-1)**.
- 6.7.6.7. Ensure members are appointed by the FSS commander. **(T-1)**.
- 6.7.6.8. Coordinate with Safety, Bio-Environmental and Public Health to determine required respiratory protection, personal protective equipment and safety risks, as applicable. **(T-1)**. The MO will ensure the S&R team is educated on potential health hazards and risks and how to properly use equipment. **(T-1)**.
- 6.7.6.9. Supervise the S&R team during disaster response and coordinate all actions related to S&R. **(T-1)**.
- 6.7.6.10. Ensure the S&R 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 S&R 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 in accordance with DAFI 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 the Disaster Mental Health team is accessible during S&R operations. **(T-1)**.

6.8. S&R Supplies and Equipment. The FSS commander will budget for and stock items listed in **Table 6.2** and **Table 6.3**. **(T-1)**. The installation will fund the initial purchase of S&R supplies and equipment with the installation's operation and maintenance funds. **(T-1)**. **NOTE:** Stock numbers listed in **Table 6.2** and **Table 6.3** are the recommended stock numbers for items; substitutions are acceptable provided the replacement meets same quality standards as recommended item.

6.8.1. Safety helmets and steel-toed boots or boot 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 S&R available on the AFMAO SharePoint for additional supply guidance.

6.8.2. Replacement of supplies and equipment used for S&R operations is funded by the mortuary funding line established by the supporting MAJCOM or FLDCOM. For replacement and funding procedures, refer to [Chapter 8](#).

Table 6.2. Required S&R Supplies and Equipment.

Item	Recommended Supply Source	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	Locally procured	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
Shovel or entrenchment tool	Locally procured	2	Each

Table 6.3. Required Personal Protective Equipment.

Item	Recommended Supply Source	Quantity
Leather gloves, workmen's cowhide, sizes small through large for use when working with fragmented debris	Locally Procured	26 pair
Gloves, general use for working in harsh working conditions	Locally Procured -Additional protective gloves as specified by Bio-Environmental to provide protection against chemicals that will be present, sizes SM-LG	26 pair
Gloves, surgeon's for use in handling biohazards or chemicals and may be used in conjunction with leather or working gloves	Locally Procured-Additional protective gloves as specified by Bio-Environmental to provide protection against chemicals that will be present, sizes SM-LG	26 boxes
Mask, surgical	Locally Procured - 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 S&R team members against nuisance dust. (see AFMAO SharePoint)	5 boxes
Safety-toed boots	Locally Procured *Just In Time	1 pair each
Eye protection	Locally Procured	1 pair each
Lightweight polyethylene fiber coveralls, such as 'Tyvek™', with hood and booties	Locally Procured	As needed
Respiratory protection, as determined by Bio-environmental	Locally Procured	As needed
Location-specific equipment, e.g., hip waders in FL	Locally Procured	As needed

6.9. Personal Protective Equipment (PPE). Accidents involving aircraft with composite materials require the use of PPE. Installations must have the minimum recommended amounts and types of PPE to outfit at least one person. See the requirements in [Table 6.3. \(T-1\)](#).

6.9.1. Bio-environmental and Civil Engineering will make the final determination regarding required PPE (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 equipment; therefore, installations are not required to stock PPE for the entire team, but must have a plan in place to procure the equipment deemed necessary by Bioenvironmental at the time of the incident. **(T-1)**.

*Section 6B—Planning & Execution of S&R Operations.***6.10. Responsibilities and Actions during S&R Operations.**

6.10.1. AFMAO will, upon request:

6.10.1.1. Respond when requested and as circumstances permit to all aircraft mishaps or any mishap involving death or mass fatalities. **(T-1)**. AFMAO will provide technical assistance in the recovery and preparation of incident victims. **(T-1)**. If needed, AFMAO will provide a mortician worldwide to assist with S&R, identification, preparation and disposition of remains at all Air Force-related incidents with multiple remains or dismemberment. **(T-1)**. OCONUS morticians respond in their area of responsibility if possible, and 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 S&R 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. MO, upon notification of an aircraft mishap or mass fatality incident, will:

6.10.2.1. Ensure the S&R team is alerted and on standby for a potential recall. **(T-1)**.

6.10.2.2. Report to the scene to survey the situation, determine logistical and operational S&R requirements and the number of S&R personnel required. **(T-1)**.

6.10.2.3. Contact AFMAO to request subject matter expert assistance as needed. **NOTE:** AFMAO can only provide on-scene assistance upon invitation from the wing commander for on-base incidents or the civilian incident commander for off-base incidents.

6.10.2.4. Coordinate S&R operations with the incident commander, Safety Investigation Board Medical Officer (for aircraft accidents), Armed Forces Medical Examiner, installation medical services director, SJA, and local civil authorities, as applicable. **(T-1)**.

6.10.2.5. Coordinate to ensure civil engineering personnel and GPS equipment are available at the site to plot remains, PE and wreckage, and to produce a survey-level map of the site. **(T-1)**.

6.10.2.6. Determine how to respond to the incident taking into account the considerations in **Table 6.4**. **(T-1)**.

6.10.2.7. Brief the S&R team on the mission, potential hazards, involvement by other organizations, who the on-site commander is, and what the objective is before they begin S&R operations. **(T-1)**.

6.10.2.8. Ensure each team consists of the team leader, two flankers, and enough line people to adequately cover the search area. **NOTE:** Additional members can be augmented and provided just in time training. **(T-1)**.

6.10.2.9. 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)**.

6.10.2.10. Ensure each S&R team leader is provided with hand-held or portable radios for communication with the MO who, in turn, communicates directly with the Emergency Operations Center Director. **(T-1)**.

6.10.2.11. Ensure availability of backup communications equipment, such as cell phone, flashlights, etc. **(T-1)**.

6.10.2.12. Lead S&R operations and report details by secure telephone, if possible, or by encrypted e-mail message to the MAJCOM/A1 or FLDCOM/S1 and AFMAO. **(T-1)**.

6.10.2.13. Conduct additional S&R if additional remains are discovered during aircraft salvage operations. **(T-1)**.

6.10.2.14. Generate case file actions. Inform the PADD, PNOK and Parents of believed-to-be deceased persons regarding the status of the S&R operations. **NOTE:** Because remains may not be recovered intact, the MO will not request disposition instructions prior to termination of aircraft salvage operations without the approval of AFMAO. The MAJCOM/A1 or FLDCOM/S1 and AFMAO will be advised of salvage operation status changes by e-mail. **(T-1)**.

6.10.2.15. Ensure S&R team members receive an assessment from the Disaster Mental Health Team in accordance with DAFI 44-153, *Disaster Mental Health Response and Combat and Operational Stress Control*, at the onset and conclusion of S&R. **(T-1)**.

6.10.2.16. 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 6.4. S&R Planning Considerations.

1.	Hours of daylight and weather conditions available for S&R.
2.	S&R equipment that will be needed and as required by geographical location of mishap (e.g., chest waders in swamps).
3.	Transportation for S&R team members.
4.	Food, water, and other support items required (tents, etc.)
5.	Helicopter availability, for site survey.
6.	Establishment of a base camp when necessary; e.g., if there is a lengthy S&R 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 (e.g. medical, food, and shelter) is available in the event of inclement weather or injuries, etc. If the situation permits, S&R personnel should operate from the base camp, returning after completing each day's S&R effort. Follow guidance in Air Force Manual (AFMAN) 34-240, <i>Appropriated Fund (APF) Food Service Program Management</i> , for providing meals to S&R team members at the site.
7.	Number of S&R personnel available and required.
8.	Size, shape, and terrain of search areas.
9.	Initial direction of search pattern.
10.	Spacing between S&R team members.
11.	Search area entrance and exit points.

6.10.3. S&R Team Leader will:

- 6.10.3.1. Ensure members respond with sufficient personal items in the event of multi-day deployment. **(T-1)**.
- 6.10.3.2. Ensure appropriate S&R equipment is assembled. **(T-1)**.
- 6.10.3.3. Acquire team transportation to and from the S&R 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 S&R operations. **(T-1)**.
- 6.10.4.2. Ensure S&R team members receive an assessment from the Disaster Mental Health Team in accordance with DAFI 44-153 at the onset and conclusion of S&R. **(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. While the incident commander has control of the scene, the Safety Investigation Board President assumes control of the safety investigation under the provisions of DAFI 91-204. **(T-1)**.

6.10.6. The Interim Safety Investigation Board Medical Officer. The Interim Safety Investigation Board Medical Officer and the MO assigned by the commander of the Air Force base nearest the mishap will initially collect life sciences evidence (partial remains) 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 non-perishable 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 AFMES for forensic pathology assistance. AFMES 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. **(T-1)**.
- 6.10.6.5. Obtain health and dental records of the decedents as required. **(T-1)**.

6.10.7. Civil Engineering will produce and archive daily maps to reflect S&R progress. **(T-1)**.

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

6.10.9. Refer to AFH 10-247, *Guide to Services Contingency Planning: Mortuary Affairs S&R*, for detailed instructions (Available on the AFMAO SharePoint) on Search Tactics and Techniques; Recovery Operations Instructions; the Recovery Process; Recovered Personal Property and Effects; and Handling Recovered Remains.

6.11. Termination of S&R. AFMAO and the MAJCOM/A1 or FLDCOM/S1 will be notified telephonically and through email when S&R operations are terminated. Frequently, portions of remains are found adhered to or under aircraft parts. Leave the team leader and at least five S&R team members at the scene to be present during salvage operations should there be subsequent recovery. **(T-1)**. **NOTE:** In the event of subsequent recovery when remains are not intact, the MO can request disposition instructions prior to termination of aircraft salvage operations. MOs can contact AFMAO for subsequent guidance in these cases. The MAJCOM/A1 or FLDCOM/S1 and AFMAO will be kept advised of salvage operation status changes by telephone and e-mail. **(T-1)**.

6.12. After Action Comments. NLT 30 days after completion of S&R operations, the MO will submit after action comments to AFMAO through their MAJCOM or FLDCOM. Include the location of the incident, the start and end date of S&R operations, the number of fatalities, lessons learned or limiting factors and recommendations for improvement. **(T-1)**.

Chapter 7

BASE HONOR GUARD (HG) PROGRAM AND CONDUCT OF MILITARY FUNERAL HONORS (MFH)

Section 7A—General HG Policy.

7.1. MFH Mission. The HG program belongs to the installation commander, or senior Air Force officer under a joint base construct, and is administered by the Base HG Management Office.

7.1.1. Providing MFH, honoring the service and sacrifice of fallen Airmen and Guardians, is the primary mission of the program.

7.1.2. The MFH mission takes precedence over all other ceremonial functions.

7.1.3. At no time will an HG program manager or member solicit or accept a gift (except as allowed by 5 CFR 2635, *Standards of Ethical Conduct for Executive Branch Employees*, Subpart B) for his or her support in rendering MFH. **(T-1)**. **NOTE:** If gifts are presented or received, acknowledge this gratefully on behalf of the Air (Space) Force, and contact the installation Staff Judge Advocate for disposition instructions.

7.2. MFH 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 PADD or family representative making funeral arrangements. The only authorized support for a unit memorial service is posting of the colors if MFH are provided elsewhere. If performing MFH at a unit memorial service per the request of the PADD, the HG must ensure honors are only provided once. The HG must take every possible action to ensure funeral honors are always rendered to all that are eligible. **(T-1)**. **NOTE 1:** Contact AFMAO for guidance on MFH requests associated with the repatriation of remains from a Past Conflict or other incidents. **NOTE 2:** Military Working Dogs are not entitled MFH. **(T-1)**.

7.3. Performance of MFH. Regular Air Force Base HGs with established AORs must ensure coordination with the Funeral Director or designated representative as to the timing of MFH presentation.

7.4. Composition and Requirements of the Funeral Honors Detail. Once requested and scheduled, 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). The remainder of the detail may consist of trained members of the Armed Forces or members supporting the Authorized Provider Partnership Program (AP3). **(T-1)**.

7.5. Waiver of Funeral Honors. The requirement to provide honors may be waived by the Secretary of Defense if they consider it necessary due to requirements of war, national emergency or a contingency operation or other military requirements. This can be delegated to the Secretary of the Air Force. No other person or office may waive this requirement. **(T-0)**.

7.6. Unsupported or Missed Funeral Honors Requests. Declining to support a request for MFH or to request a funeral home or family to change the service in order to accommodate the request is not appropriate. If a BHG 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. The BHG must complete a DAF Form 1946, *Honor Guard Checklist*, indicating the circumstances and justification for the inability to support the request and submit to AFMAO. In addition, a formal Letter of Apology signed by the FSS commander must be sent to the next-of-kin or authorized representative, offering MFH at any later date of their choosing. All associated actions in this paragraph will be completed and emailed to AFMAO within five business days of the unsupported or missed detail. **(T-1)**. During circumstances outside of the control of AFMAO, data may be requested outside of the set timeline referenced above. **(T-2)**.

7.6.1. Air Force HGs will not request MFH support from sister service elements without AFMAO approval. **(T-1)**.

7.6.2. Air Force HGs will not support requests for MFH from sister services without AFMAO approval. **(T-1)**.

7.7. HG Operations During a National Emergency. HG operations will be altered during a national emergency to comply with all travel and mass gathering restrictions (if applicable) issued by the government and the Secretary of Defense. **(T-1)**.

7.8. Denial of MFH. The decision to deny funeral honors is made independently of a family's request for honors. When consideration for denial may be appropriate, coordination on the denial may be accomplished before the request for the MFH from the family is received. Once said request is received, it will be processed expeditiously. **NOTE:** When considering what circumstances warrant, funeral honors can be denied for any member whose actions prior to death bring discredit upon the Air Force. Also, consider potential reactions by news media, local residents, Air Force personnel, and/or potential victims.

7.8.1. MFH support of any kind will be withheld for any of the following categories:

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 or equivalent) 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 which avoids prosecution. **(T-0)**.

7.8.1.4. A person who is a veteran, or who died while in active-duty status 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 likely bring discredit upon the Department of the Air Force (or former Service). **(T-1)**.

7.8.1.5. 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 (by the member or investigating agency) at the time of death will be deemed to have been committed by the decedent. **(T-1)**.

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

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

7.8.2.2. 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 MFH.

7.8.2.3. DoD-furnished U.S. flags are not authorized for anyone who is denied MFH. **(T-0)**. Family members of deceased military members or veterans who are ineligible to receive MFH may be eligible for a U.S. flag for burial purposes from the VA (VA Form 27-2008, *Application for United States Flag for Burial Purposes*). **(T-0)**.

7.8.3. The Secretary of the Air Force has delegated denial of MFH authority to AF/A1.

7.8.3.1. The MO or Area of Responsibility BHG at the installation with cognizance over a death that should be considered for denial of honors will:

7.8.3.1.1. Immediately notify AFMAO of the circumstances surrounding the death and include the name, address, and phone number of the PADD or PNOK and the date, time and location of funeral if known. **(T-1)**. **NOTE:** Refer to AFMAO MA or HG SharePoint sites for the most updated checklists and denial of honors administrative templates.

7.8.3.1.2. For eligible decedent personnel, obtain a legal opinion and written concurrence from the installation commander in the chain of command of the member's unit and forward to AFMAO along with copies of police reports and any other supporting documentation (e.g. news articles). **(T-1)**.

7.8.3.1.3. For veteran or retirees decedents with service status under honorable conditions, MOs or BHGs forward to AFMAO an electronic staff summary sheet, copies of police reports and any other supporting documentation (e.g. news articles) along with DD Form 214 or equivalent documentation and funeral honors request for MFH support from PNOK or designated representative. **(T-1)**.

7.8.3.1.4. Utilizing the Denial of MFH Checklist (available on the AFMAO SharePoint), prepare the denial of military honors package. **(T-1)**. For eligible deceased personnel, the package includes an electronic staff summary sheet, installation legal review with installation commander concurrence to deny MFH, the DD Form 3045, along with supporting documentation, if available. **(T-1)**.

7.8.3.1.5. For purposes of determining whether a decedent's service was under honorable conditions, the DD Form 214 characterization of service is presumptively accurate. No criminal records checks of retirees or veterans will be routinely conducted, but if the MO, BHG or FAR becomes aware of facts that may warrant denial of MFH, they will contact AFMAO. In such a case, the procedures of [paragraph 7.8.1](#) shall be followed. **(T-1)**. An expedited Command Directed Investigation may be required to obtain additional actionable facts.”

7.8.3.1.6. 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. Staff the denial package to AF/A1S for coordination and to AF/A1 for approval or disapproval. **(T-1)**.

7.8.3.2.2. Ensure that for eligible personnel, the MO presents the denial notification letter in person to the PADD or requestor upon receipt of AF/A1 signed letters. **(T-1)**.

7.8.3.2.3. Ensure or veterans or retirees, the denial notification letters are mailed to the PADD 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 the installation(s) with the responsibility for care of remains and/or tasked with MFH. **(T-1)**.

7.8.3.2.5. Once the letter is signed and returned from AF/A1, AFMAO will forward a copy of the funeral honors denial letter to the Deputy Under Secretary of Defense for Personnel and Readiness. **(T-0)**. It is appropriate for the MO to advise the PADD of the final decision for any denial consideration.

7.8.3.3. AF/A1 will:

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

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

7.9. Quarter and Annual Reports to Congress. AFMAO is required to submit funeral honors data for inclusion in the quarter and calendar year annual report to Congress, in accordance with DoDI 1300.15. **(T-0)**. For the Air Force to meet this requirement, it is imperative that each CONUS BHG program with an established geographical area of responsibility and OCONUS BHGs provide AFMAO requested data on the number of MFH for eligible service members, retirees, and veterans supported along with missed or unsupported Details, support to sister service HGs, and denial of honors. **(T-0)**. **NOTE:** Data required will be emailed to AFMAO HG Program Managers. See template on the Base HG SharePoint.

7.10. Monthly Reports of MFH. Base HGs must email AFMAO HG Program Managers a detailed list of each honors detail rendered from the month prior. Reports are due no later than five (5) duty days from the closeout of the month prior. **(T-1)**. During circumstances outside of the control of AFMAO, data may be requested outside of the set timeline referenced above. **NOTE:** An example of the MFH data worksheet is located on the Base HG SharePoint. **(T-1)**.

7.11. Responding to Funeral Honors Requests.

7.11.1. Areas of Responsibility. Each base is responsible for providing requested MFH support within their geographical area of responsibility. Only if Air Reserve Component support for MFH is desired by the active-duty installation with HG oversight, a memorandum of agreement between service components will be established. Air Reserve Component installations without an established memorandum of agreement will not support MFH and dignified arrivals. **(T-1)**.

7.11.2. Base HG personnel will educate funeral directors on the MFH request process and document when education has been completed in their area of responsibility. **(T-1)**.

7.11.2.1. Funeral directors will contact the Base HGs directly to request MFH.

7.11.2.2. For the most recent MFH directory and funeral honors Community of Practice, please visit the Military One Source website.

7.11.2.3. In the event there is a state-run MFH program, a memorandum of agreement with the organization managing the program must be kept on file with AFMAO. Base HG units are still responsible for maintaining contact with the funeral home or authorized representative for scheduling and planning the mission and must verify the request with the initial requestor within the established timeframe.

7.11.2.4. Base HGs with area of responsibility for MFH support that utilize AP3 must ensure that MFH support provided by the Veterans Service Organization (VSO) or individual veteran receive MFH detail assignments through the Base Honor Guard and are accompanied by a member actively serving in the Air Force. **(T-1)**.

7.11.3. Dignified arrivals are provided to decedents in active-duty status. The closest regular Air Force or Space Force Base HG will provide dignified arrival support to casketed remains at the arrival airport. **(T-1)**. If cremated remains are being transported, the military escort will assume the role of ensuring movement from airplane to ground transportation occurs. **(T-1)**. In the event of restricted travel, the escort will ensure remains regardless of status are transported from arrival airport to designated ground transportation for onward movement to location directed by the PADD. **(T-1)**.

7.11.4. Funeral Honors Requests Overseas. Even though US law does not generally govern locations outside the United States and its territories, Base HG units overseas will attempt to respond to all requests for honors. If questioning support jurisdiction or an overseas unit cannot fulfill the request, OCONUS or US territory units should contact AFMAO or the respective operating location for immediate guidance.

7.11.5. Communications Capabilities. Base HGs must be set up to receive funeral honors requests 24 hours a day, 7 days a week. **(T-1)**. Installations are highly encouraged to have an individual answer the phone, especially after duty hours, if they have the capability to do so. In the event the requester does not receive an answer, a voicemail system will be utilized. **(T-1)**. The Base HG 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 installation must have an on-call HG representative letter filed with the installation Command Post to ensure expeditious scheduling, tasking and preparation of the HG team. **(T-1)**.

*Section 7B—Funeral Honors Roles and Responsibilities.***7.12. AF/A1S.** AF/A1S will:

- 7.12.1. Serve as primary advisor to the CSAF and CSO for all Base HG Programs.
- 7.12.2. Provide Base HG Policy and Program oversight. Ensure the required training, equipment, and resources are available to all Base HG Programs to effectively complete the MFH mission.
- 7.12.3. Serve as the focal point for the Annual HG Awards Program.

7.13. AFMAO. AFMAO will:

- 7.13.1. Establish policy for the conduct of the Air Force Base HG Program. **(T-1)**.
- 7.13.2. Administer approved HG database tracking system or other DoD directed MFH database program. **(T-1)**.
- 7.13.3. Monitor the upward reporting requirement.
- 7.13.4. Submit Air Force MFH data to the Office of the Secretary of Defense for inclusion in the annual report to Congress. **(T-0)**.
- 7.13.5. Oversee and approve changes to Base HGs area of responsibility. **(T-1)**.
- 7.13.6. Oversee Base HG area of responsibility and manpower revalidation studies through AFMAA every two years or when major changes occur, whichever comes first. **(T-1)**.
- 7.13.7. Provide training oversight for all Base HG training. **(T-1)**. In coordination with USAF/HG, establish procedural guidance for standardized uniform wear, ceremonies, equipment, and conduct training for the Base HG programs. **(T-2)**. Act as the office of primary responsibility for the ceremonial procedures and wear of the HG uniform. **(T-1)**.
- 7.13.8. In coordination with USAF HG, provide Base HGs with projected in-residence training and mobile training team schedules for units or bases to use in budgeting training requirements. **(T-2)**. The USAF HG and AFMAO will update the training, at a minimum, on a biannual basis. **(T-3)**.
- 7.13.9. In concert with USAF HG, develop procedural guidelines for Base HG teams through the entitled Base HG Manual and ensure the guidance provided is current. **(T-2)**.
- 7.13.10. Provide HG management training to assigned program managers. **(T-1)**.
- 7.13.11. Serve as the AFSC, 8G100 Career Field Manager. **(T-1)**.
- 7.13.12. Team with AFRC/A1 and ANG/A1 to conduct career field specific Manpower studies for all ARC personnel filling 8G100 positions. **(T-1)**.
- 7.13.13. Conduct regional Staff Assistance Visits when requested by MAJCOMs or FLDCOMs and bases. The requesting MAJCOM/FLDCOM or base will fund the visit. **(T-3)**.
- 7.13.14. Act as Munitions Functional Managers for all HG ammunition approval. **(T-1)**.
- 7.13.15. Coordinate all uniform issues concerning Base HGs through AF/A1S, AFPC/DPSOOC, and submit requests through the annual uniform board. **(T-1)**.

7.13.16. In coordination with USAF HG, provide a current list of available training aides to Base HGs, and advise the same when new training aides become available. (T-2). Training aids will be made available on the Base HG SharePoint.

7.13.17. Validate the use of Military Personnel Appropriation Man-day Program prior to AFSVA distribution of days to the field. (T-1).

7.13.18. Initiate Joint Service HG Memorandums of Agreement for Base HGs whose mission increases due to the opening of national cemeteries, realignment of area of responsibility jurisdiction, or other such actions. (T-1).

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

7.13.20. Work with AFRC and NGB/A1X to identify base-level, full-time HG manpower requirements. (T-1).

7.13.21. Provide training materials to Base-level HG teams to train VSOs and individual veterans on MFH support to the Air Force utilizing AP3. Once training is complete and reported to AFMAO, a certificate of completion will be provided to the VSO or individual veteran. (T-0).

7.13.22. Track and report the usage of AP3 for each Base-level HG for input into the OSD-P&R MFH tracking system. (T-0).

7.14. Air Force Services Center (AFSVC). AFSVC will:

7.14.1. Manage the Military Personnel Appropriation Man-day Program for Air Reserve Component MFH augmentation. (T-1).

7.14.2. Determine and budget for the annual Military Personnel Appropriation Man-day and Base Operating Support requirements based on base or unit input and submits reports to AFMAO for verification and approval. (T-1).

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

7.14.4. Approve all Memorandums of Agreement and support agreements between active unit and Air Reserve Component units for MFH augmentation with coordination with AFRC, NGB/A1X and AFMAO. (T-1).

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

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

7.15. AFRC/A1. AFRC/A1 will:

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

7.15.2. Approve Memorandums of Agreement for-base level Reserve HG augmentation. (T-2).

7.15.3. Identify base-level full-time HG manpower requirements and advocate funding in the AFRC budget projection.

7.15.4. Approve Fiscal Year quarterly funding requests for Air Force Reserve Base level Reserve HG Program Managers, Non Commissioned Officer-in-Charge (NCOIC), or MFH lead schedulers for Reserve HG Team member uniforms and authorized funeral honor details (AF IMT 40B, *Record of Individual Military Funeral Honor Duty*).

7.15.5. Conduct Air Force Reserve Command (AFRC) Staff Assistance Visits to bases that have full-time Active, Guard and Reserve (AGR) Base HG Program Managers authorized/assigned, every three years or upon request from the Air Force Reserve FSS commander, Superintendent or Base HG Program Manager. Upon completion, Staff Assistance Visit findings will be shared with AFMAO and the regular Air Force Base HG with area of responsibility for MFH. **(T-1)**.

7.15.6. Ensure Air Force Reserve Base-level HG Program Managers, NCOICs or MFH lead schedulers report MFH detail performance to the regular Air Force Wing they have a Memorandum of Agreement with on the MFH details performance.

7.15.7. Ensure only Air Reserve Bases or Reservists supporting a Base HG with an active Geographical area of responsibility are performing MFH. **(T-1)**.

7.16. NGB/A1X. NGB/A1X will:

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

7.16.2. Approve Memorandums of Agreement for base-level Air National Guard HG augmentation.

7.16.3. Ensure Air National Guard units performing MFH report data to the regular Air Force Unit that owns the area of responsibility the funeral detail was performed in. When a Guard unit provides augmentees, the regular Air Force unit will enter the data into the AFMAO tracking sheet. **(T-1)**.

7.16.4. Ensure only Air National Guard units or members supporting a Base HG with an active Geographical area of responsibility are performing MFH. **(T-1)**.

7.17. The 11th Wing Commander (Joint Base Anacostia-Bolling, DC). The 11th Wing Commander will:

7.17.1. Be responsible for the USAF HG. **(T-3)**.

7.17.2. Delegate authority through the 316th Operations Group Commander to the USAF HG Commander for the USAF HG to work in concert with AFMAO to assist the Base HG Program Managers on ceremonial procedures, the wear of the HG uniform, and training for base HG programs. **(T-1)**.

7.18. USAF HG. The USAF HG will:

7.18.1. In coordination with AFMAO, establish procedural guidance for standardized uniform wear, ceremonies, equipment, and conduct training for the Base HG programs. **(T-2)**.

7.18.2. If requested by AFMAO, assist in regional Staff Assistance Visits when requested by Major Commands or bases. The requesting Major Command or base will fund the visit. **(T-3)**.

7.18.3. In coordination with AFMAO and, provide base-level HG with projected In-Residence training, or online if available and appropriate, and Mobile Training Team schedules for units or bases to use in budgeting training requirements. **(T-2)**. The USAF HG and AFMAO will update the training, at a minimum, on a biannual basis. **(T-3)**.

7.18.4. In concert with AFMAO, develop procedural guidelines for base HG teams through the entitled Base HG Manual and ensure the guidance provided is current. **(T-2)**.

7.18.5. In coordination with AFMAO, provide a current list of available training aides to Base HGs, and advise the same when new training aides become available. **(T-2)**. Training aids will be made available on the Base HG SharePoint when updated.

7.18.6. Act as Office of Primary Responsibility for all support to USAF-level funeral requests. 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 for USAF-level members will be requested through the 11th Operations Group for support and will be reported to AFMAO upon completion. **(T-1)**.

7.19. Regular Air Force and Space Force Installation Commander. The installation commander will:

7.19.1. Maintain overall responsibility for the Base HG program. **(T-3)**.

7.19.2. Recommend installation Airmen and Guardians participate in Base HG duties for at least one year to provide continuity for the team and to maintain proficiency. This includes the AP3 who participate on an as-needed basis and as a last resort and if funding is available Air Force Reserve and Air National Guard volunteers. **(T-3)**.

7.19.3. Ensure MFH are furnished to all eligible decedents in accordance with this instruction. **(T-0)**.

7.19.4. Provide adequate funding, manning and resources to meet the operational requirements of the Base HG program. **(T-1)**. This includes, but is not limited to, providing each HG member with a complete serviceable Base HG ceremonial uniform and equipment as outlined in DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, along with the Base HG Program Manual. **(T-1)**. **NOTE:** Budget for replacement uniforms as needed.

7.19.5. Provide adequate storage, training and administrative space for the Base HG. **(T-3)**.

7.19.6. Determine the size of the Base HG team required for their installation, taking into consideration where the installation is located, the enlisted population, previous MFH rendered, National Cemeteries, the Veteran population and the projected workload. **(T-2)**. Ensure the Base HG has the ability to provide full military honors at all times. **(T-2)**.

7.19.7. Request subordinate and tenant unit manpower support. If there are insufficient regular Air Force or Space Force volunteers engage with Authorized Providers Partnership Program to gain additional support, and if funding is available, as a last resource Air Reserve Component augmentation may be requested utilizing the Military Personnel Appropriation Man-day Program. **(T-3)**. **NOTE:** If AP3 is utilized, a daily stipend payout to each veteran supporting MFH only, is required. **(T-0)**. This daily stipend should be included in the Base HG annual budget.

7.19.8. Establish Memorandums of Agreement between host Base HG and Air Force Reserve and Air National Guard organizations, if desired. **(T-3)**.

7.19.9. Ensure appointment of the Base HG Officer-in-Charge (OIC), NCOIC, and Program Manager. **(T-3)**.

7.19.10. Provide recognition programs to include all who participate in HG activities. **(T-3)**.

7.19.11. Integrate authorized full-time Active Guard Reserve positions into the Base HG program, if needed. **(T-3)**.

7.19.12. Provide funding for any member in an 8G100, Base HG position at their installation to attend the appropriate training courses conducted by AFMAO and the Air Force HG within six (6) months of appointment to the position. **(T-1)**. **NOTE:** regular Air Force, Space Force, or ARC members on active orders for the 8G100 funded positions, NCOIC, and Program Managers are required to attend USAF HG and AFMAO training.

7.19.13. Ensure suitable, quality transportation support. **(T-3)**.

7.19.14. Coordinate on all Denial of Military Funeral Honors packages prior to submission to AFMAO. **(T-1)**.

7.20. Air Force Reserves and Air National Guard Wing or Group Commander (unit providing augmentation). These commanders will:

7.20.1. If desired, coordinate on Memorandums of Agreement with the regular Air Force host for MFH support. **(T-0)**. **NOTE:** The regular Air Force Base HG is responsible for tracking MFH for all AFRC/ANG Wing support teams.

7.20.2. Appoint a full-time Office of Primary Responsibility to handle respective Reserve or Guard HG participation. In cases where the AFRC wing or group commander has a full time Active Guard and Reserve (AGR) Base HG Program Manager assigned in an authorized position, the Program Manager will oversee these processes in support of their wing or group commander. **NOTE:** This will not apply for those AFRC wing or group commanders who have an assigned full-time Base HG Program Manager (Active, Guard and Reserve). **(T-3)**.

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

7.20.4. 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 supporting the Air Reserve Component commander, AFSVC/SVORA and AFMAO/HG.

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

7.20.6. 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 receipt of call. **(T-2)**.

7.20.7. Provide special recognition programs for HG members if not part of a regular Air Force team. **(T-3)**.

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

7.20.9. Support the Air Force Reserve Command Base-level full-time HG manpower requirements (Active Guard and Reserve) and advocate funding in the Air Force Reserve Command Program Objective Memorandum. **(T-3)**.

7.21. FSS Commander or Director. The FSS commander is responsible for the Base HG Program.

7.21.1. Responds to inquiries from family members and outside agencies concerned with the quality of service provided by the Base HG. **(T-3)**.

7.21.2. Select the Base HG OIC, Superintendent, and NCOIC. **(T-3)**.

7.21.3. Provide the means to take funeral honors requests 24 hours a day, 7 days a weeks and respond to all requests for funerals not more than eight (8) hours after receipt of call. **(T-2)**.

7.22. FSS Superintendent or Force Support Operations Officer. These officials will:

7.22.1. Oversee the Base HG program through the Base HG Program Manager, NCOIC or Superintendent. **(T-2)**.

7.22.2. If a Memorandum of Agreement is established, ensure the HG has a current Memorandum of Agreement with Air Force Reserve and Air National Guard organizations. **(T-3)**. **NOTE:** Memorandums of Agreement must be reviewed every two (2) years by all supporting parties.

7.22.3. Ensure all members in Base HG funded 8G100 positions attend training courses conducted by AFMAO and the USAF HG within six (6) months of appointment to the position. **(T-1)**.

7.23. AFRC FSS Superintendent or Force Support Operations Officer.

7.23.1. The AFRC FSS Superintendent or Operations Officer is responsible for the Base HG Program.

7.23.2. Forwards responses to inquiries from family members and outside agencies concerned with the quality of service provided by the Base HG to the supported regular Air Force or Space Force Base HG Program Manager. **(T-1)**.

7.23.3. Advertises vacancies through Active Guard and Reserve assignment process guidance outlined by Air Reserve Personnel Center (ARPC) and Select the HG Base Program Manager. **(T-3)**.

7.23.4. Oversees the HG program through the HG NCOIC or Program Manager. **(T-3)**.

7.23.5. Ensures AGR 8G100 positioned Base HG NCOIC or Program Manager attends training courses conducted by AFMAO and the USAF HG within six (6) months of appointment to the position. **(T-1)**.

7.23.6. Track Air Force Reserve volunteers' Sanctuary and High Year Tenure status and request appropriate waivers when required in compliance with the respective MAJCOM or FLDCOM written policy. **(T-3)**.

7.24. Regular Air Force Base HG Program Manager.

- 7.24.1. Manages the Base HG program for the installation commander. **(T-1)**.
- 7.24.2. Ensures the Base HG provides MFH support in accordance with this DAFI along with the Base Honor Guard Manual. **(T-1)**. **NOTE:** MFH detail arrives at least one hour prior to the ceremony. **(T-3)**.
- 7.24.3. Requests Military Personnel Appropriation Man-day support for Air Reserve Component augmentation and route to AFSVC/SVORA with info copy to the applicable Air Reserve Component headquarters. **(T-3)**.
- 7.24.4. Ensures Base HG contact information is maintained with AFMAO. **(T-1)**.
- 7.24.5. Ensure funeral honors requests are taken 24 hours a day, 7 days a week and respond to all requests for funerals not more than eight (8) hours after receipt of call. **(T-3)**.
- 7.24.6. Ensures data is entered into approved Base HG tracking systems in accordance with this instruction. **(T-1)**.
- 7.24.7. Identifies and submit annual Base-level full-time HG manpower requirements and advocate funding in the MAJCOM or FLDCOM Program Objectives Memorandum. **(T-2)**.
- 7.24.8. If established, ensures Memorandums of Agreement with Air Force Reserve and Air National Guard organizations are maintained. **(T-3)**.
- 7.24.9. Serves as the liaison between Base activities and the HG for requesting ceremonial support. **(T-3)**.
- 7.24.10. Verifies eligibility through proof of service using the DD Form 214 or similar discharge documentation recording the individual's honorable discharge, grade and decorations. A DEERS status printout or DoD Retiree, VA, American Legion and Veterans of Foreign Wars identification cards may be accepted when unable to obtain discharge documents. **NOTE:** Photographs of the decedent in military uniforms are not an acceptable form of proof of honorable service. **(T-1)**.
- 7.24.11. Implements the Authorized Provider Partnership Program (AP3) where applicable. **(T-0)**. AP3 is a Department of Defense program that allows service-trained volunteer to support MFH. AP3 volunteers may be members of VSOs, Reserve Officer Training Corps detachments, State Military Funeral Honors organizations, but service is not limited to any organization.
 - 7.24.11.1. Validates AP3 expense reimbursements. **(T-0)**. See the AFMAO SharePoint for AP3 expense reimbursement details.
 - 7.24.11.2. When used, trains and equips AP3 in the support of MFH details. **(T-1)**.
 - 7.24.11.3. Provides monthly data of AP3 usage to AFMAO for upward reporting. **(T-1)**.
- 7.24.12. Through the established Memorandums of Agreement, Memorandums of Understanding and/or Support Agreements, works with the Air Force Reserve and Air National Guard to initiate the funding for Active Guard Reserve positions (as needed). **(T-3)**.

- 7.24.12.1. Memorandums of Understanding and Support Agreements are typically established when ARC, Sister Services, or other outside agencies desire assistance outside of MFH.
- 7.24.12.2. Memorandums of Agreement are established with ARC as supporting the Base HG with an area of responsibility for MFH.
- 7.24.13. Initiates the Joint Service HG Memorandum of Agreement for Base HGs whose mission increases due to the opening of national cemeteries, realignment of area of responsibility jurisdiction, or other such actions. **(T-3)**.
- 7.24.14. Works with Base leadership to recognize HG members. **(T-3)**.
- 7.24.15. Removes any member who does not meet performance or appearance standards. **(T-3)**.
- 7.24.16. Ensures that Base HG weapons are inspected annually and certified for weapon safety and usability by the Security Forces Squadron. **(T-3)**.
- 7.24.17. Forecasts all ammunition requirements for the Base HG and ensure that results are submitted as requested through the Munitions Accountable Systems Officer or designated representative. **(T-3)**.
- 7.24.18. Ensures documentation of each HG member's training to include ceremonial sequencing, weapons safety, proper handling, operation and function, assembly and disassembly and care and cleaning of assigned weapons. **(T-3)**. Disqualification from bearing arms because of administrative or judicial action will also be documented. **(T-3)**. All training is required to be tracked in an Air Force approved training tracking system. **(T-1)**. This includes all ARC members who support the regular Air Force Base HG with area of responsibility. **(T-1)**. **NOTE:** An example training plan can be located in the Base HG SharePoint.
- 7.24.19. Tracks 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)**.
- 7.24.20. Ensures the MFH request telephone number is kept current with AFMAO. **(T-1)**.
- 7.24.21. Prepares annual budget requirements for the Base HG, Air Reserve Component augmentation and authorized provider expenses. **(T-3)**.
- 7.24.22. Ensures HG members, Air Force Reserve and Air National Guard augmentees and Authorized Provider Partnership Program members are trained and properly equipped to perform MFH. **(T-0)**.
- 7.24.23. If utilized, approves and maintains a list of performance-ready (trained, uniformed, equipped) HG members to include Air Force Reserve and Air National Guard augmentees and other Authorized Providers. Coordinates list with Air Force Reserve and Air National Guard unit or Unit Reserve Coordinator monthly if Individual Mobility Augmentees are used. **(T-1)**.
- 7.24.24. Periodically reviews and completes the self-assessment check on the Base HG processes using the Management Internal Control Toolset checklist. **(T-1)**.
- 7.24.25. Provides VA Form 40-10190, *Funeral Honors Providers Certification Form*, to all National Cemeteries located in the installation's Area of Responsibility. **(T-1)**.

7.24.26. Base HGs will complete a DDAF Form 1946 for every detail the HG participates in to track workload for future budgeting purposes. For funeral details, Base HGs will file either the completed DDAF Form 1946 of funeral honors requested and provided in the mortuary case file. The DDAF Form 1946 must be signed by the MO for eligible MFH and the HG NCOIC/Program Managers signs for veteran funeral honors details. The DDAF Form 1946 will be retained for the current year and the year prior, in accordance with the Records Disposition Schedule. DAF Form 1946 in the excess of two years old will be forwarded to AFMAO in PDF format through encrypted DoD SAFE to AFMAO.CCEA.RecordsMgmtOrg@us.af.mil and archived on AFMAO's Official Records drive. **(T-1)**.

7.25. AGR HG Program Manager or NCOIC. Program Manager or NCOIC will:

7.25.1. Manage ARC HG program for the Air Force Guard and Reserve Command wing or group commander. **(T-1)**.

7.25.2. Upon initial assignment to an AGR position as the 8G100 Base HG Program Manager, request to attend the mandatory Base HG Training Course (Basic Protocol, Honors, and Ceremonies), L5AZO8G000 0H2A (In-Residence) within six (6) months of assignment to position.

7.25.3. With the base that has geographic area of responsibility approval, recruit potential candidates for membership in support of the Air Force Guard and Reserve Command Wing or Group Base HG team. Ensure eligibility to include limit of Air Reserve 1095 Man-day end strength requirements, physical fitness and conditioning, and satisfaction of all readiness requirements.

7.25.4. Approve and maintain a list of performance-ready (trained, uniformed, equipped) Air Force Guard and Reserve Command Wing or Group HG team members and provide the list to the Base HG with the area of responsibility the list. **(T-3)**.

7.25.5. Ensure the Base HG Augmentees utilizing Military Personnel Appropriation Man-day Program provides MFH support in accordance with this DAFI along with the Base Honor Guard Manual. **(T-1)**. **NOTE:** MFH detail should arrive at least one hour prior to the ceremony. **(T-3)**.

7.25.6. On the day of the MFH detail, the NCOIC of the Air Force Guard or Reserve Command Wing or Group HG team will directly coordinate with the Funeral Director, PNOK, and Clergy to confirm the sequence of events for the military honors. **(T-1)**.

7.25.7. Request Military Personnel Appropriation Man-day support for the Air Force Guard or Reserve Command Wing or Group augmentation and route to the supported Functional Area Manager from the supported regular Air Force Base HG Program through the Manpower Military Personnel Appropriation Man-day Management System. Also ensure the AFRC/A1RY for Air Force Reserve Commands or NGB/A1XR for Air National Guard Commands along with servicing Air Force Reserve Command FSS Superintendent or Operations Officer are included in the request for Military Personnel Appropriation Man-days. **(T-3)**.

7.25.8. If established, ensure Memorandums of Agreement with Air Force Guard or Reserve Wing or Group and supported regular Air Force Wings are maintained. **(T-3)**.

- 7.25.9. Serve as the liaison between supporting regular Air Force or Space Force Base HG Program Manager on military funeral honor details, and the Air Force Guard or Reserve Command wing or group Commander on Guard or Reserve Base activities for requesting ceremonial support. **(T-3)**.
- 7.25.10. Ensure funeral honors requests are taken 24 hours a day, 7 days a week and respond to all requests for funerals not more than eight (8) hours after receipt of call. **(T-3)**.
- 7.25.11. Ensure Air Force Reserve Command Base HG contact information is maintained with the supported regular Air Force or Space Force Base HG. **(T-1)**.
- 7.25.12. Users will have to contact the supported regular Air Force or Space Force Base HG Program Manager to obtain system access to the Base HG SharePoint. **(T-3)**.
- 7.25.13. Verify MFH details via continuous communication and coordination with supporting regular Air Force or Space Force Base HG Program Manager.
- 7.25.14. Work with the supporting regular Air Force or Space Force Base HG Program Manager to initiate the funding for Military Personnel Appropriation Man-days for the servicing Air Force Guard or Reserve Command Wing or Group HGs support of military funeral honor, as needed. **(T-3)**.
- 7.25.15. Establish with base leadership a recognition program for Base HG members. **(T-3)**.
- 7.25.16. In concert with the area of responsibility Base HG, remove any member who does not meet performance or appearance standards. **(T-3)**.
- 7.25.17. Ensure documentation of each HG members training to include ceremonial sequencing, weapons safety, proper handling, operation and function, assembly and disassembly and care and cleaning of assigned weapons. Disqualification from bearing arms because of administrative or judicial action will also be documented. Forward all training documentation to the supported Base HG Program Manager. **(T-1)**.
- 7.25.18. Ensure that Air Force Guard or Reserve Command Base HG weapons are inspected annually and certified for weapon safety and usability by the Security Forces Squadron. **(T-3)**.
- 7.25.19. Forecast all ammunition requirements for the Air Force Guard or Reserve Base HG and ensures that results are submitted as requested through the supported HG Program Manager. **(T-3)**.
- 7.25.20. Prepare annual budget requirements for the Air Force Guard or Reserve Command Wing or Group Base HG's augmentation and authorized provider expenses and provide to support the Base HG Program Management to request funding via Military Personnel Appropriation. **(T-3)**.

7.25.21. Upon receipt of a DDAF Form 1946 from the supported base HG program manager, documents all military funeral honor details that the Air Force Guard or Reserve Command Wing or Group HG supports (this document is used to track workload for future budgeting purposes). For funeral details, Air Force Guard or Reserve Command Wing or Group Base HG Program Manager will submit the completed DDAF Form 1946 of funeral honors requested and provide to the supported Base Honor Program Manager. Ensure the DDAF Form 1946 is signed by the NCOIC of the MFH detail. The DDAF Form 1946 will be retained for the current year and the year prior. DAF Form 1946 in the excess of two years old will be forwarded to AFMAO in PDF format through encrypted DoD SAFE to AFMAO.CCEA.RecordsMgmtOrg@us.af.mil and archived on AFMAO's Official Records drive. (T-1).

7.25.22. Through the Base HG with area of responsibility, periodically complete a self-assessment check on the Base HG processes using the Management Internal Control Toolkit. (T-3).

7.25.23. Process nomination packages to NGB/A1XR or AFRC/A1RY of the submissions for the Air Force Guard or Reserve Wing or Group candidacy for the Calendar Year Air Force Guard or Reserve Command A1 Base HG Program Manager of the year and Base HG Member of the year. (T-3). **NOTE:** Each NGB/A1 or AFRC/A1 category winner will automatically be submitted for Calendar Year awards nomination.

7.25.24. Submit quarterly Air Force Reserve Command Wing or Group Base HG request for AF IMT 40B funds for military funeral honor details only based on outlined guidance in accordance with Air Force Reserve Command unit participation requirements to Air Force Reserve Command A1RY via email.

7.25.25. Submit no less than semiannually to Air Force Reserve Command Wing or Group Command, Wing or Group Base HG a request for uniform funds to Air Force Reserve Command A1RY via email. (T-2).

7.26. HG Team Member Responsibilities. HG members must:

7.26.1. Maintain the highest level of appearance standards in compliance with Air Force Instructions and be a model of professionalism at all times. HG team members must be situationally aware at all times, keeping in mind that their actions will be scrutinized before, during and after a ceremonial event or detail. (T-1).

7.26.2. Ensure their uniforms are maintained in serviceable condition, attend training, master drill and ceremonial formation and protocol. (T-1).

7.27. Air Force Reserve and Air National Guard HG Augmentees. Augmentees will:

7.27.1. Maintain a list of available volunteers and coordinate monthly with the supported Base HG NCOIC or Program Manager. (T-3).

7.27.2. Inform AFSVC/SVORA, along with the Base HG NCOIC or Program Manager immediately if an Air Force Reserve and Air National Guard volunteer is placed on a medical or physical profile. (T-3).

7.27.3. Provide required information to the unit for orders processing. (T-3).

7.27.4. Perform annual tour, unit training assemblies and other required reserve training in accordance with the member's primary Air Force Specialty Code. **(T-3)**.

7.27.5. Ensure compliance with DAFI 36-2903 and DAFMAN 36-2905, *Air Force Physical Fitness Program*. **(T-3)**.

7.27.6. Remain in compliance with established Base HG standards. **(T-3)**.

7.27.7. Coordinate a Memorandum of Agreement with the Base HG responsible for the geographic region, if required. **(T-3)**.

7.28. Security Forces Commander. The Security Forces commander will:

7.28.1. Advise the Base HG on the proper storage, cleaning, handling and maintenance of weapons and blank ammunition. **(T-3)**.

7.28.2. Ensure HG weapons are inspected annually and certified for weapon safety and usability. **(T-3)**.

7.29. Public Affairs. Public Affairs will:

7.29.1. Evaluate requests from civilian agencies for HG ceremonial support and forward the request to the HG Officer-in-charge (OIC) or NCOIC or Program Manager. **(T-1)**. The HG OIC, NCOIC or Program Manager will determine if the mission permits, whether to support the request. **(T-1)**.

7.29.2. Publicize the Base HG program through the Base newspaper, Base website and other available sources. **(T-3)**.

Section 7C—MFH Eligibility and Entitlements.

7.30. Regular Air Force and Recipients of the Medal of Honor and POW Medal Receptions.

7.30.1. Eligibility. regular Air Force and Space Force personnel, members of the Reserve and Air National Guard in an active-duty status, missing in action (MIA) or BNR, recipients of the Medal of Honor and POW Medal recipients are entitled to full MFH. **NOTE 1:** For Missing In Action or BNR, contact AFMAO for guidance. **NOTE 2:** Military Working Dogs are not authorized MFH. **(T-1)**.

7.30.2. Entitlement.

7.30.2.1. 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 seven-person HG detail, including six pallbearers and 1 OIC or NCOIC, will provide dignified arrival support. **(T-1)**.

7.30.2.2. Full military honors can be supported by a detail consisting of seven to 20 HG personnel, and should be supported to the maximum extent possible. A 20-person detail consists of 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. When operational constraints restrict support, Base HGs may decrease their level of support to a minimum of seven members. All variances of detail support will be found in the Base Honor Guard Manual. **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 with firing teams of two to seven personnel.

7.30.2.3. 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), PADD 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 entitlement eligible deaths. Under these circumstances, the parent service (i.e., Army for Army Air Corps or Army Air Forces) will provide MFH. It is the Base HG Manager or designated representative's responsibility to ensure the correct number of flags and flag cases are provided from the installation MO. **(T-1)**.

7.30.2.3.1. The installation will ensure the flag cases are only adorned with the Air Force Emblem affixed to the outside of the lid. The placement of grade insignia, decorations, functional badge(s), accouterments and the metallic nametag is not authorized. **(T-1)**.

7.30.2.3.2. The brass name plate and any other material should be removed from the inside of the flag case prior to presentation and provided to the family separately for future use. **NOTE:** Base HG programs are not authorized to purchase flags and flag cases for funeral honors support. **(T-1)**.

7.31. Reservists Air Reserve Components Not On Duty. Members of the Selected Air Reserve Components who are not on duty when they die will receive the same MFH as a retiree and veteran, in accordance with [paragraph 7.32.6](#). **(T-1)**.

7.32. Former Military Members Eligibility (Veterans and Retirees).

7.32.1. Former military members who served in the active military or Selected Reserve and who were discharged or released under conditions other than dishonorable by means of an honorable or under honorable conditions (general) discharge.

7.32.2. 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.

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

7.32.4. Verify MFH eligibility through proof of service using the DD Form 214 or similar discharge documentation recording the individual's honorable discharge, grade and decorations, Defense Enrollment Eligibility Reporting System and Veteran, Retiree, American Legion and Veterans of Foreign Wars identification cards. **NOTE:** Photographs of the decedent in military uniforms are not an acceptable form of proof of honorable service. **(T-1)**.

7.32.5. Do not provide MFH if a member falls in any of the following categories:

7.32.5.1. A dishonorable discharge. **(T-0)**.

7.32.5.2. A bad conduct discharge. **(T-0)**.

7.32.5.3. A dismissal from the Service awarded by courts-martial. **(T-0)**.

7.32.5.4. An under other than honorable conditions discharge. **(T-0)**.

7.32.5.5. 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. **(T-0)**.

7.32.5.6. 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. **(T-1)**.

7.32.5.7. A Service member dies while any of the categories outlines in [paragraph 7.32.5.1](#) through [paragraph 7.32.5.6](#) were awarded by the proper authority, but not yet executed, and that execution of said discharge is halted by reasons of the member's death. **(T-1)**.

7.32.6. Entitlement. Former military members (Veterans and Retirees) are entitled to MFH 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 or Guardian to support in rendering Military Funeral Honors. **(T-1)**.

7.32.6.1. If resources permit, only the base commander or Air Base group commander is authorized to approve support in excess of the required two but no more than seven HG members. **(T-1)**. **NOTE:** Base HG MFH programs should be applied with a consistent process to ensure maximum use of resources.

7.32.6.2. The United States Burial Flags for Veterans and Retirees are provided by the VA utilizing the VA Form 27-2008. Contact AFMAO or the USAF HG regarding General Officer and POW or Missing In Action funerals.

7.33. Certain Civilians Who Served During Wartime.

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

7.33.2. Entitlement. Honors entitlement is the same as retirees and veterans.

7.34. Uniformed Services.

7.34.1. Eligibility. Members of the Commissioned Officer Corps of the Public Health Service and National Oceanic and Atmospheric Administration as members of a Uniformed Service are eligible to receive funeral honors.

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

Section 7D—Base HG Team Elements.

7.35. Pallbearers. 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.

7.36. 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.

7.37. Firing Party. The firing party will consist of Airmen and Guardians armed with the M-14 rifle. The detail OIC or NCOIC may provide spent rounds to the family upon request (no more than 21 rounds). **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. HG members must never place spent rounds into the folded flag. **(T-1).**

7.38. 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. HG members utilizing the ceremonial bugle must first be trained in accordance with Ceremonial Bugle procedures listed in the Base HG Manual. **(T- 3).** If an audio device other than the Ceremonial Bugle Insert is utilized, HG members must ensure it is out of sight of the funeral party. **(T-1).**

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

Figure 7.1. Presenting the American Flag During a Funeral or 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; the United States Space Force or the United States Coast Guard), and a grateful nation, please accept this flag as a symbol of our appreciation for your loved one’s honorable and faithful service.”

Section 7E—Flyovers.

7.40. Flyovers at Funeral or Memorial Services. The PNOK initiates funeral and memorial service flyover requests through the servicing base mortuary office or BHG program. Staffing is done through AFMAO/HG in coordination with AF/A3OW for flyover eligibility and 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 MFH 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 DAFI 11-209, *Participation in Aerial Events.*

Section 7F—Resource Management.

7.41. Sources of Funeral Honors Manpower. Performance of MFH is a total force mission. However, every effort should be made to obtain volunteers for the HG program from regular Air Force or Space Force host and tenant organizations.

7.41.1. If there are insufficient volunteers to support the Base HG program, the installation commander will implement an organizational quota system. **(T-3).**

7.41.2. Full-time HG manpower authorizations. Authorized full-time HG manpower authorizations may be funded through the MAJCOM or FLDCOM budget process, based on full-time HG workload. Funded positions are coded under Special Duty Identifier 8G100. Specific time requirements for the Special Duty Identifier are annotated in AFMAN 36-2100, *Military Utilization and Classification*. After members have fulfilled the Special Duty Identifier requirements, the member will return to their unit. Please consult with the base Military Personnel Flight (MPF) or see AFMAN 36-2100 for further instruction.

7.42. Funding. Authorized funeral honors expenditures are supported with installation operation and maintenance funds. The regular Air Force or Space Force unit will budget for and provide funds for their own honors program. The regular Air Force or Space Force 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:

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

7.42.2. Supplies, equipment, travel expenses, weapons and ammunition. **(T-1).**

7.42.3. Procurement and cleaning of uniforms. Air Reserve Component units provide funding to purchase their uniforms and if not located near a regular Air Force or Space Force Base, the Air Reserve Component unit will fund uniform cleaning. **(T-1).**

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

7.43. Base HG Uniforms. AFMAO, in concert with the USAF HG, establishes Base HG uniform standards. HG members must wear and maintain uniforms in accordance with DAFI 36-2903 and the Base HG Manual. Exceptions to Policy for uniform wear outside of service dress for Dignified Arrivals and MFH will be requested through AFMAO with AF HG concurrence and approved at AF/A1S. **(T-1).** **NOTE:** Ceremonial uniform and equipment wear is restricted to active HG members only.

7.43.1. Ceremonial HG Uniform. Wear of the ceremonial uniform for MFH is mandatory. **(T-1).**

7.43.2. Uniform items are procured locally or through supply using national stock numbers (NSN) or part or model numbers to meet standards established by the AFMAO and the USAF HG. **NOTE:** Information regarding Base HG uniform wear can be found in the Base HG Manual.

7.43.3. Use the Base's linen exchange contract to clean HG uniform items. **NOTE:** If there is no linen exchange contract, then service is provided with APF or Operations and Maintenance (O&M) Funds for certain ANG bases.

7.43.4. Direct questions related to HG uniforms to AFMAO and the USAF HG.

7.44. Base HG Weapons and Ammunition Acquisition.

7.44.1. MFH firing parties will use the M-14 rifle. With the exception of USAF HG and the USAF Academy, Base HGs are no longer authorized to use M-1 rifles. **(T-1)**. All Base HG M-1 inert rifles will be dispositioned through the local Logistics Readiness Squadron. **(T-3)**. **NOTE:** The M-14 rifle is available for issue through the USAF Small Arms Program Office, Robins AFB DSN: 497-5330, Commercial: 478-327-5330. M-14 rifles must be requested through the USAF Small Arms Program Office, prior to submitting requisitions requests for new rifles through base supply.

7.44.2. Blank 7.62mm ammunition is used for MFH. The HG will submit projections for blank ammunition needed to AFMAO annually through their Base's Munitions Accountable Systems Officer. **(T-3)**. AFMAO will include these requirements in the installation's five-year forecast. **(T-1)**. HGs will forecast and fund ammunition for Air Reserve Component augmentation. **(T-1)**.

7.45. Weapons Storage. Weapons may be stored in the Base HG office if it is approved as a designated weapons storage area. If weapons are stored or maintained within the HG office, all resource protection requirements are met in accordance with Security Forces standards.

7.45.1. The HG NCOIC or Program Manager must ensure there is an approved clearing barrel present. **(T-1)**.

7.45.2. There must be written approval from the installation commander, through the Security Forces Squadron and the resource protection executive committee, for the storage facility and procedures, to include a valid access roster. **(T-1)**.

7.45.3. 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 regular Air Force or Space Force unit being supported and the Air Reserve Component wing or group commander's concurrence. **(T-3)**.

7.46. Weapons Maintenance. Combat arms personnel must inspect M-14s for serviceability once a year. Each owning unit or base must ensure one set of calibrated gauges are maintained through the Combat Arms Program to calibrate weapons. **(T-1)**. **NOTE:** For gauge set information, refer to DAFI 36-2654, *Combat Arms Program*.

7.47. HG Vehicles. Bases utilize non-tactical vehicles to perform honor guard duties as prescribed in DoDM 4500.36, *Acquisition, Management, and use of DoD Non-Tactical Vehicles*. Bases will submit requests and justifications to ground transportation for review and recommendation regarding mission specific authorizations for government motor vehicles per AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*. Vehicle custodians will submit vehicle authorization change request to the fleet manager who will coordinate through the Vehicle Support Chain Operations Squadron to answer specific authorization questions and apply business rules for authorizations in accordance with DAFI 24-302, *Vehicle Management*.

Section 7G—HG Training.

7.48. Training Resources. Training resources are available through AFMAO.

7.49. In-Residence Training. AFMAO, in concert with the USAF HG, provides an in-residence training course, Basic Protocol, Honors and Ceremonies, and Base HG Program Management Course at Joint Base Anacostia-Bolling for all regular Air Force and Space Force personnel, Air National Guard and Air Force Reserve HG program members who hold an AFSC, 8G100 position at their installation. **(T-1).** Request unit funded training through the Base Formal Training Office. **(T-2).**

7.50. Mobile Training Team Courses. The mobile training team course, Protocol, Honors and Ceremonies, is an eight-day course (80 hours) consisting of training on primary funeral elements and colors along with basic HG program management. The Mobile Training Course provides the necessary training to perform and manage the HG mission. This course can be used to receive credit for those who hold the 8G100 position at their installation.

Chapter 8

MORTUARY AFFAIRS RESOURCE MANAGEMENT

Section 8A—Resource Management Responsibilities.

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

8.2. AFMAO. AFMAO will:

8.2.1. Submit budget requirements for expenses associated with the operation of AFMAO and the expenses associated with reimbursements or entitlements for death cases under their purview. **(T-1)**. AFMAO will submit shortfall requirements to AF/A1S 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, AFMAO will send a confirmation of entitlements letter for record describing the benefits specific to each mortuary case. **(T-1)**. The letter becomes a part of the official case file.

8.2.3. Review 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, and for services involving repatriated remains and deaths of eligible persons assigned to the United States Air Force Academy. **(T-1)**.

8.3. MAJCOM/A1 and FLDCOM/S1 will:

8.3.1. Verify the financial plan for installations with their command. **(T-1)**.

8.3.2. Oversee mortuary funds from SAF/FM distributed to their MAJCOM or FLDCOM and determine MAJCOM or FLDCOM distribution policy. **(T-1)**.

8.3.3. Submit shortfall requirements to SAF/FM when changes in law require additional resources to meet new entitlements. **(T-1)**.

8.4. Installation MO. The installation MO will:

8.4.1. Develop a financial plan governing the payment of mortuary related expenses for their installation. **(T-1)**.

8.4.2. Ensure a Government Purchase Card account is established and maintained to cover expenses in accordance with DAFI 64-117, *Government Purchase Card Program*, for eligible 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:

8.5.1.1. Escorts for the remains of deceased military personnel and authorized Air Force civilian employees. **(T-0)**.

8.5.1.2. Persons authorized DT Travel, Funeral Travel and Unit Memorial Service Travel. **(T-1)**. Refer to **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. **(T-0)**.

8.5.1.4. AFMAO personnel to provide assistance in technical, operational, and administrative matters for the Air Force Mortuary Affairs Program. **(T-1)**.

8.5.1.5. Installation MO and/or MT travel to the location of the PADD to conduct mortuary entitlements briefs or provide services directly related to the fulfillment of mortuary entitlements. **(T-1)**. 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 MO or MT is assigned. **(T-1)**.

8.5.1.6. SCO travel to the location of personal property to perform Summary Court actions for deceased entitlement eligible members. Travel under this authorization is limited to a maximum 300 miles driving distance one way when travel is deemed necessary for mission accomplishment. **(T-1)**. Any personal property identified beyond this distance will require the coordination for a SCO to be appointed from an installation closest to the location. **(T-1)**.

8.5.1.7. FAR travel to the location of the PADD or the PNOK to conduct FAR duties. Travel under this authorization is not limited in time or distance. **(T-1)**.

8.5.1.8. Chaplain travel to the location of the funeral to officiate services upon request of the PADD. **(T-1)**. Travel to the location of the PADD or the PNOK to assist in mortuary entitlements briefs or to be available for briefs on investigative reports (autopsy findings, Command Directed Investigation, Safety Board Investigation, etc.). **(T-1)**.

8.5.2. S&R and Identification Operations. Use installation mortuary funds for expenses for recovering, segregating, and identifying remains, and replenishing supplies used during actual S&R operations. **(T-0)**.

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 MOs, MTs, FAR). **NOTE:** Use Operations and Maintenance funds for the initial purchase of cellular phones. **(T-1)**.

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). (T-1).

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](#). (T-1).

8.5.6. Funeral, Memorial Service and Interment or Inurnment Expenses. Reimbursement for expenses the PADD might incur at the receiving funeral home and the cemetery not to exceed the authorized allowances, listed on the AFMAO SharePoint. (T-0).

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. (T-1). Burial clothing cost should not exceed \$600. (T-1).

8.5.8. Interment Flags, Hardwood Flag Cases, and Memorial Register Books. (T-0).

8.5.9. Transportation of Remains. Commercial air or overland transportation of remains. (T-0).

8.5.10. Return of Transfer Cases. From Aerial Ports to OCONUS Air Force installations. (T-1).

8.5.11. Consulate Fees and Casket Sealing. Payment of consulate fees for shipping documents and sealing the casket for the remains of regular Air Force and Space Force members, dependents of entitlement eligible 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. (T-1).

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

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

8.6.3. Installation HG Programs. All costs incurred by installations and MAJCOMs or FLDCOMs for their HG programs. (T-2).

8.6.4. Search and Salvage. All costs incurred by installations and MAJCOMs or FLDCOMs for the search and salvage of any Air Force mishap material, equipment and wreckage in accordance with DAFI 91-204. (T-2).

8.6.5. Disposition of Personal Property and Effects. Personal property and effects disposition and shipment costs are payable through permanent change of station funds. The funds cite used for this purpose is found on the DD Form 1300.

8.7. Expenses for Other Branch of Service 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)**. The Air Force installation MO 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 or foreign government on a monthly basis to the AFMAO resource advisor.

8.8. Reimbursable Cases Overseas. U.S. citizens, their dependents and other individuals who die overseas and are not entitled to preparation of remains at government expense, 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 or FLDCOM financial management office if expenses exceed the available installation mortuary funds. Catastrophic losses will be worked on a case-by-case basis with AFMAO, AF/A1S and SAF/FMBO. **(T-1)**.

Section 8C—Purchase of Mortuary Supplies.

8.10. Local Purchase Items. For supply and equipment items purchased locally (e.g., human remains pouches, transfer cases, litters) follow local purchase procedures DAFI 64-102, *Installation Contracting*, and DAFI 64-117. 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-sized 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 document titled, *Standards for DoD Mortuary Facilities and for Drafting a Performance Work Statement (PWS) for DoD Contracted Mortuary Services*, which is available on the AFMAO SharePoint. NOTE: OSD Mortuary Affairs routinely issues updates to this document which may include variations in title, see AFMAO SharePoint for latest version.

8.13. Purchase of Burial Clothing and Accoutrements. The MO will first try to obtain burial clothing and accoutrements from decedent's PE and provide them to the funeral director or mortuary preparing the remains. If the decedent's uniform is not serviceable or the PADD specifically requests civilian clothing, the MO will follow the guidelines delineated in **paragraph 8.14** The MO 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 nearest 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 or socks. Headwear and white cotton gloves are authorized if required to assist in disguising injuries that resulted in or from 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 grade 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 PADD. If the PADD does not supply the clothing, purchases from the military exchange or commercial retail stores is authorized using the Government Purchase Card. Total cost will not exceed the cost of the service dress uniform with accoutrements. The MO must ensure the clothing purchased 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 PADD.

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-0)**.

8.14.5. For the burial of civilian employees, the MO must ensure any purchased clothing is navy blue or black in color to include trousers, skirt, coat, shirt, blouse, appropriate necktie, belt, undergarments and nylons. The MO 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. The PNOK of deceased retirees may purchase burial clothing items from the Military Clothing Sales Store at the PNOK's own expense.

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 *Standards for DoD Mortuary Facilities and for Drafting a Performance Work Statement (PWS) for DoD Contracted Mortuary Services*, located on the AFMAO SharePoint. **(T-0)**. MOs or MTs will not direct movement of remains unless the PADD authorizes the Air Force to assume custody of remains for preparation and movement to the destination designated by the PADD. **(T-1)**. Establish a non-personal service contract or BPA with the funeral home in accordance with the *Standards for DoD Mortuary Facilities and for Drafting a Performance Work Statement (PWS) for DoD Contracted Mortuary Services*. **(T-0)**.

8.15.1. For Air Force activities in CONUS, the MO will arrange for contract mortuary services through the contracting officer in accordance with the Defense Federal Acquisition Regulation Supplement Subpart 237.70 **(T-0)**. Contract mortuary services are provided via an annual non-personal service contract, BPA, 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 a commercially-published funeral home directory as a resource to assist the PADD for final arrangements of a fallen member.

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

8.16. Annual Mortuary Services Contracts or BPAs. Each year, the MO will submit requirements for mortuary services to the contracting officer in sufficient time to permit issuance of a solicitation and contract or BPA award prior to the beginning of the fiscal year. **(T-3)**. The Base Contracting Officer will use the document titled *Standards for DoD Mortuary Facilities and for Drafting a Performance Work Statement (PWS) for DoD Contracted Mortuary Services* as the basis for requirements for services and merchandise. **(T-0)**.

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. 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 BPA for use by all nearby installations (within an agreed area of performance). The servicing Contracting Officer will advise as to whether or not that the contract or BPA 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 BPA 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. (Activity with contract or BPA 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, MO 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. However, the contracting officer will exercise caution to ensure the necessary services and supplies are obtained at a fair and reasonable cost and performed in accordance with the *Standards for DoD Mortuary Facilities and for Drafting a Performance Work Statement (PWS) for DoD Contracted Mortuary Services*. **(T-1)**.

8.17.1. Where there are no contracts in effect 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 MO must submit an AF Form 9, Request for Purchase, to the local contracting office requesting a non-personal service contract award. Submit the invoice through Wide Area Workflow and payment through Defense Finance and Accounting System. **(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 PADD subsequently requests the Air Force 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 MO 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 to the claimant, the MO 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. Use the Government Purchase Card to pay for mortuary supplies, equipment, and non-personal services under the micro purchase threshold, whenever possible. When there is a mortuary services contract or BPA in effect, with a pre-negotiated price over the micro-purchase threshold, the Government Purchase Card is authorized for use when specified as the method of payment within the contract. **(T-1)**.

8.19.1. The Government Purchase Card is authorized for the government-to-vendor purchases only. The MO 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 PADD 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 PADD, e.g. funeral home, cemetery florist or newspaper, providing the expenses are below the micro purchase threshold in accordance with DAFI 64-117. **(T-1)**.

8.20. Payment of Mortuary Expenses.

8.20.1. Primary Expenses - Payment made to a funeral home under contract or BPA 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 MO. **(T-1)**. The MO will ensure correct fund citation, and Emergency and Special Program coding for reimbursement by the owning MAJCOM or FLDCOM 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 BPA with the Air Force. The MO will ensure authorized secondary and remains transportation expenses are processed for payment upon receipt of the DD Form 1375, with an itemized invoice or Statement of Funeral Goods and Services Selected/Funeral Purchase Agreement, signed by the PADD. **(T-1)**.

8.20.3. When reimbursing the PADD for previously paid funeral expenses, the MO will ensure a SF 1034 is completed, the signed DD 1375 and receiving funeral home invoice are submitted to the FSS Resource Advisor. **(T-1)**. The FSS Resource Advisor will process the SF 1034 against an accounting Miscellaneous Obligation Reimbursement Document (as applies in accordance with local guidelines) established to cover the mortuary expenses. Once accomplished, the FSS 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.

8.20.4. Once all purchases are complete and all reimbursement vouchers are paid, mortuary affairs personnel will scan and upload into the DCIPS case file the vouchers and Government Purchase Card expenses. **(T-1)**.

8.21. Payment of Reimbursable Services and Supplies. The MO at the installation or mortuary arranging for care and disposition of the remains will accomplish DD Form 2065, and obtain supplies and transportation. The MO will coordinate with the mortuary facility where the remains are prepared to determine the proper amount of reimbursement to collect. The MO 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 MO 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 PNOK in the area to complete the DD Form 2065. For example, a sponsor or PNOK and the sponsor's dependent(s) are killed in a common accident or disaster, or the sponsor or PNOK 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 MO will not hold remains outside CONUS pending resolution of reimbursement problems. **(T-1)**.

8.22. Depositing Proceeds from Reimbursement. The MO 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 is used to credit the appropriation and project under which these costs were financed (i.e., D059 for port costs, D046 for transportation). The MO will ensure a copy of this form is sent with the remains to AFMAO, Dover AFB. **(T-1)**.

8.22.2. When the sponsor or PNOK elects the mortuary at Dover AFB to furnish services and supplies, the MO will ensure AFMAO charges are deposited to the credit of AFMAO account through AF/A1S in the same manner. **(T-1)**.

8.23. Establishing Accounting Procedures. The MO will establish accounts receivable files, implement methods of requesting payment and process delinquent accounts. **(T-1)**. Generally, the retained copy of DD Form 2065, constitutes the basis for an accounts receivable file. DAF Form 969 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 MO will ensure a transit letter accompanies the DAF Form 969. **(T-1)**. Attach a copy of the reimbursement request document to the DD Form 2065 in the file. Three requests for payment are made at 30-day intervals with the second and third request sent via certified mail, return-receipt requested. Accounts not paid within 90 days of the original billing are sent to the servicing Accounting and Finance Office. Should any questions arise, the local Accounting and Finance Budget Office can be contacted. All records listed in this paragraph should also be added to the DCIPS case file.

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 AF/A1 to ensure adequate service and to avoid duplication of armed forces facilities.

9.1.2. Morticians will be employed according to appropriate Department of the Air Force civilian personnel publications, must be graduates of an accredited institution of funeral service education (Mortuary Arts and Sciences) and licensed as a funeral director/embalmer within the United States and/or its territories. **(T-0)**. Only qualified embalmers and funeral directors who are licensed to practice within the United States and/or its territories and possess no less than 2 years of licensed experience are considered for employment. **(T-1)**. Each employee must obtain the required continuing education hours to maintain state licensure in order to maintain employment. **(T-1)**. Failure to maintain licensure is grounds for termination. **(T-1)**.

9.1.3. 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 fallen, 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.

9.1.4. 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. **(T-1)**. The preparation room is equipped with sufficient mortuary tables, dressing tables, instruments, supplies and equipment for preparation and dressing and must have suitable space for holding remains prior to shipment.

9.2. AFMAO. AFMAO will follow DoDD 1300.22 and AFMAO Operating Instructions in the operation of the Mortuary Affairs Division of AFMAO. **(T-0)**.

9.3. Air Force Facilities OCONUS – Operating Location Pacific-Yokota (OLP-Y). The 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 or AFMAO to meet mission requirements in compliance with DoD regulations. **(T-1)**. The Director, when requested, should provide funding history to assist the host wing and AFMAO in budget planning. Reference [paragraph 9.7](#) for infant and child caskets.

9.3.2. Ensure the OLP-Y 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)**.

9.3.3. Submit current casket, urn, and shipping container prices to AFMAO and all Service's Casualty and Mortuary Headquarters annually. **(T-1)**.

- 9.3.4. Maintain and repair transfer cases in accordance with TO 00-80-F-2, *Inspection and Maintenance Instructions, Case, Transfer, Human Remains*. (T-1).
- 9.3.5. Remove and inspect remains arriving in a transfer case. (T-1).
- 9.3.6. Provide AFMES with necessary assistance to coordinate identification, thru radiographs, dental and finger print identification of entitled personnel. (T-0).
- 9.3.7. Prepare un-embalmed remains or reprocess remains already embalmed in accordance with the *Standards for DoD Mortuary Facilities and for Drafting a Performance Work Statement (PWS) for DoD Contracted Mortuary Services*. (T-0).
- 9.3.8. Ensure disinfection and preservative treatment is accomplished prior to providing restorative work, cosmetizing, dressing or wrapping and casketing of the remains. (T-0) Make every effort to restore the remains to a viewable status. Refer to the *Standards for DoD Mortuary Facilities and for Drafting a Performance Work Statement (PWS) for DoD Contracted Mortuary Services* for recommended levels of viewability. (T-0).
- 9.3.9. Inspect all remains after embalming, except remains which continue to be contagious or infectious. (T-0). 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 and preparation. Once remains are fully inspected, document and correct and matters that are not up to standard. (T-1). **NOTE:** Contagious or infectious remains will be handled in accordance with the *Standards for DoD Mortuary Facilities and for Drafting a Performance Work Statement (PWS) for DoD Contracted Mortuary Services* and local laws. (T-0).
- 9.3.10. Dress remains in military uniform or in civilian clothing as directed by the disposition instructions of the PADD, PNOK, or sponsor unless the remains require a full body wrap. (T-1).
- 9.3.11. Place remains in a specification casket, as directed by the disposition instructions of the PADD, PNOK or sponsor. (T-1).
- 9.3.12. When the PADD, PNOK or sponsor requests cremation, it is accomplished at the receiving funeral home. (T-0). The remains are prepared and casketed in a specification hardwood casket and shipped via commercial air to the receiving funeral home designated by the PADD, PNOK or sponsor for cremation in accordance with the applicable statutory provisions (e.g. state laws for the receiving funeral home) at government expense. (T-0).
- 9.3.12.1. Ensure a cremation permit is issued and provided to the escort in order to expedite the cremation at the receiving funeral home. (T-0).
- 9.3.12.2. Ensure a specification bronze or hardwood urn is shipped with the casket for placement of the cremated remains upon completion of cremation. (T-1).
- 9.3.13. Account for and ensure all PE are recorded on DD Form 1076, *Record of Personal Effects of Believed to be (BTB) Deceased*, and returned via escort to the PERE. (T-1).
- 9.3.14. Ensure escort orders are generated using the appropriate line of accounting. If the deceased is in an active-duty status, use mortuary funds. Once the orders are generated, coordinate transportation arrangements to the receiving funeral home. (T-1).

9.3.15. The receiving funeral home and Service Casualty and Mortuary Affairs Headquarters is advised of the remains' movement schedule. (T-1).

9.3.16. An overseas MAJCOM or FLDCOM is advised of the dates the remains are to be shipped to the final destination. (T-1).

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 recover, identify and garner custody of remains when possible. (T-1). MOs will use contract mortuary services to prepare remains of deceased Airmen and Guardians whose deaths occurred in Alaska, Hawaii, and Puerto Rico. (T-1).

9.6. Casket Specification. MOs 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 *Standards for DoD Mortuary Facilities and for Drafting a Performance Work Statement (PWS) 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 PADD, PNOK or sponsor.

9.6.2. If a casket is necessary that does not meet the Armed Services specifications, contact AFMAO for coordination and guidance.

9.6.3. An oversized specification casket is authorized when it is necessary. (T-1). If outer dimensions are larger than standard size, the receiving funeral home is notified.

9.7. Procurement of Infant and Child Caskets OCONUS. Air Force mortuaries will obtain infant and child caskets up to 66 inches in length from their servicing Army and Air Force Exchange Service facility. (T-1). They will coordinate with the 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 Mortuaries for further processing.

9.8.1. The branch of Service accomplishing the preparation of remains will provide the transfer case, regardless of the deceased member's parent service.

9.8.2. OLP-Y is responsible for preparation of remains and will procure and maintain a sufficient number of transfer cases to meet mission requirements. (T-1).

9.8.3. Turning in old transfer cases. Mortuary teams can send old and unserviceable transfer cases to the nearest Defense Logistics Agency Disposition Services facility.

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. **(T-0)**. 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-0)**.

9.10. Performance Work Statement (PWS). Mortuary service practitioners will follow the *Standards for DoD Mortuary Facilities and for Drafting a Performance Work Statement (PWS) for DoD Contracted Mortuary Services* (available on the AFMAO SharePoint), when preparing remains of personnel covered under this instruction. **(T-0)**.

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. This chapter complies with Air Force Emergency Management publications AFPD 10-25, *Air Force Emergency Management Program* and DAFI 10-2501, *Emergency Management Program*. If S&R operations are required in a Mass Fatality Incident, refer to **Chapter 6** of this publication.

10.2. Mass Fatality Incident Defined. A Mass Fatality Incident is the occurrence of five or more deaths in a single incident.

10.2.1. Mass fatality incidents can easily cross Service boundaries and involve military members, dependents, Department of Defense (DoD) civilians, U.S. civilians, foreign nationals and non-DoD affiliated persons.

10.2.2. Potential scenarios include aircraft mishaps, large vehicle mishaps, explosions, natural disasters, terrorist activities and armed conflict.

10.2.3. The FSS 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 S&R 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 the mortuary at 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 or Space 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 S&R 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 or FLDCOM. **(T-1)**.

10.5. Mass Fatality Management Plans. Installation and Air Force mortuaries will develop a contingency plan to support peacetime mass fatality incidents. **(T-1)**. Installation MOs 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. AF/A1S. AF/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 is kept informed of remains processing. . This may be accomplished through Air Force Watch.

10.7. AFMAO. AFMAO will:

- 10.7.1. Develop a mass fatality concept of operations. **(T-1)**.
- 10.7.2. Coordinate with AF/A1S, AFMES and any other Service involved to initiate mass fatality operations at the Dover AFB mortuary during peacetime operations. **(T-1)**.
- 10.7.3. Provide mortuary and technical assistance and expertise to Combatant Commands, MAJCOMs, FLDCOMs and installations in mortuary affairs support in mass fatality operations. **(T-1)**.
- 10.7.4. Coordinate with TRANSCOM for airlift for movement of remains, personnel, equipment and supplies. **(T-1)**.
- 10.7.5. Request Air Expeditionary Force Center to source Unit Type Codes for mortuary augmentees. **(T-1)**.
- 10.7.6. In the case of a mass fatality incident, utilize mortuary specialists first from available AFMAO personnel, followed by a request to the Service that incurred the incident, then other Services for support. **(T-1)**. Finally, consider contracted augmentation for embalming support to meet mission requirements.
- 10.7.7. Following AFMES investigation, AFMAO will process remains for entitled persons in accordance with **Chapter 9** of this instruction. **(T-1)**.
- 10.7.8. Collect medical and dental records and deliver them to AFMES, if requested. **(T-1)**.
- 10.7.9. Provide status and means of identification to the PADD. **(T-1)**.
- 10.7.10. Ensure disposition instructions are obtained, to include casket preference, uniform or dress requirements, special escort information, and shipment information and ensure it is provided to the Port Mortuary. **(T-1)**.
- 10.7.11. Ensure the AFMAO Commander and Deputy receive detailed information on all issues regarding entitlements, travel, escorts, and waivers. **(T-1)**.
- 10.7.12. Provide resource requirement information on Service-specific financial issues. **(T-1)**.
- 10.7.13. Ensure escorts are available to accompany Air Force remains to the final destination. **(T-1)**.
- 10.7.14. Brief escorts on duties and decorum expected during execution of their duty. **(T-1)**.
- 10.7.15. Receive sentimental PE for fallen from the Joint Personal Effects Depot (JPED), Dover AFB. Take appropriate action to return the PE requested to the PERE. **(T-1)**.

10.8. MAJCOM/A1 and Field Command (FLDCOM) S1 Equivalent. MAJCOM/A1 and FLDCOM/S1 will coordinate funding support for installation mass fatality incident support. **(T-2)**.**10.9. MO.** The MO at the installation providing S&R will:

- 10.9.1. Develop and implement a Mass Fatality Management Plan as part of the installation mortuary plan and include it 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. Air Force and other Service Augmentation.

10.10.1. 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.

10.10.2. The U.S. Army, U.S. Marine Corps and U.S. Navy may provide deployed service representatives to support sustained operations at the Dover AFB mortuary. The AFMAO Commander or Deputy will be consulted prior to any other Service members' deployment to ensure members are accounted for appropriately. The Service should establish Memorandums of Understanding with AFMAO to detail the purpose and support requirements of the liaisons. The Service 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 (PE).

10.11. Handling and Disposition of PE. In a mass fatality incident, Air Force decedent's PE are recovered, identified and processed per **Chapter 13**. This is done concurrent with the recovery, identification and disposition of the remains from the incident. Decedent's PE disposition can require actions at multiple locations in addition to the mass fatality incident site. For instance, PE 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 PERE, in accordance with SCO guidance in **Chapter 13**. Incidents involving large numbers of deceased may include the U.S. Army JPED operation at Dover AFB.

10.11.1. Installations will ensure security of PE is maintained from initial recovery to final disposition. 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)**.

10.11.2. A SCO will be appointed for each deceased Air Force military member, normally 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, in accordance with **Chapter 13**. **(T-0)**.

10.11.3. PE retained as evidence. PE may be retained as evidence by civil or military law enforcement or investigative authorities until no longer needed.

10.11.3.1. Civil Agencies. Civil law enforcement and investigative agencies have their own policies and procedures for disposing of evidence, including PE. The SCO will advise the PERE that queries concerning PE held by non-military agencies should be sent to each applicable agency. **(T-1)**. The SCO will provide the PERE with the agency's physical evidence custodian's name, mailing address, and telephone number. **(T-1)**.

10.11.3.2. Military Agencies. The SCO will contact the physical evidence custodian of the military law enforcement or investigative agency and advise the custodian that when PE are released as evidence, the PE will be turned over to the SCO for disposition. **(T-1)**.

10.11.3.3. Air Force Office of Special Investigations (AFOSI), or Security Forces Investigations should return property withdrawn for investigation purposes directly to the SCO for further authorized distribution.

Section 10D—Mass Fatality Plans.

10.12. Mass Fatality Plans – Required Elements. Installations will ensure their mass fatality plans include the following elements:

10.12.1. Situation assessment considerations include the location of the incident, the type of incident, the number of personnel involved, who has jurisdiction over the remains, whether Memorandums of Understanding or Agreement with local authorities are in place or are mandatory. **(T-1)**. For incidents which occur OCONUS, Status of Forces Agreements or other local agreements govern how operations are conducted.

10.12.2. Identifying Operating Locations or Facilities. **(T-1)**. Consider the following phases when identifying locations in the plan, keeping in mind that all phases might be handled in a single location:

10.12.2.1. Contamination mitigation, if possible.

10.12.2.2. Believed-to-Be determination, if possible. Use Believed-to-Be when evidence suggests the identification, but a positive forensics identification is not complete.

10.12.2.3. Preparation location site refrigeration, initial processing and reprocessing, if required.

10.12.2.4. Handling PE. **NOTE:** If it's a joint operation, the U.S. Army will establish or assist with a PE depot.

10.12.3. 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, SIPR capability, etc.).

10.12.4. Records Collection Procedures. Refer to **Chapter 3** for personal information.

10.12.5. Required Supplies and Equipment. Determine required supplies and equipment for the operating locations and for S&R operations. Identify procedures and resources for procuring emergency supplies and equipment quickly. **NOTE:** For S&R supplies, see **Chapter 6**.

10.12.6. S&R Procedures. Include local requirements not covered in **Chapter 6**.

10.12.7. Establishing Believed-to-Be of Remains. Prior to identification through scientific procedures, decedent identity is considered Believed-to-Be.

10.12.8. 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.

10.12.9. Disposition. Installations will develop procedures for handling more than five decedents, to include:

- 10.12.9.1. Obtaining disposition instructions in a mass fatality scenario. **(T-1)**.
- 10.12.9.2. Determining authorized entitlements. **(T-1)**.
- 10.12.9.3. Arranging honors (if authorized and requested). **(T-0)**.
- 10.12.9.4. Shipping remains and arranging funeral travel for eligible relatives. **(T-0)**.
- 10.12.9.5. Arranging for an escort (for entitlement eligible decedents). **(T-0)**.
- 10.12.9.6. Ensuring FARs are appointed. **(T-0)**.
- 10.12.9.7. Arranging for the SCO to handle disposition of personal property and effects **Chapter 13**. **(T-0)**.
- 10.12.9.8. Records handling forms, multiple mortuary case files. **(T-1)**.
- 10.12.10. Demobilization. When the mass fatality mission has been completed and all deceased personnel have been identified, processed and returned to the PADD for interment, the operation can begin demobilization.
 - 10.12.10.1. Installations will ensure all rented or borrowed equipment at the processing and preparation location is returned to its owning agency or unit. **(T-2)**.
 - 10.12.10.2. 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)**.
 - 10.12.10.3. SCO will maintain contact with PERE until all effects are returned. **(T-0)**.
 - 10.12.10.4. After-action reports will be completed by the OIC of the operation. Each organizational element on 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 guidance for mortuary affairs in contingency operations and the prescribed processes for Mortuary Affairs Collection Points (MACP), Theater Mortuary Evacuation Points (TMEPs), temporary storage or interment and handling contaminated remains. The U.S. Army is the designated DoD lead agency for Contingency Mortuary Operations. Mortuary operations in a contingency environment are subject to host nation agreements and executed in accordance with 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 Burial Procedures*, 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 AFMAO and AFSVC/SVXT reviews Mortuary Affairs and S&R training curriculum. **(T-1)**. The goal of the Mortuary Affairs Program during contingency operations is to ensure remains are returned to CONUS in the most expeditious manner as possible to preserve remains for investigation, identification and preservation of evidence of death. If it is not possible to return remains in a timely manner, the geographical combatant commander will implement secure temporary refrigerated storage or interment.

11.2.1. War Mobilization Plan 1, Services Supplement; AFH 10-247 (see AFMAO SharePoint); the Prime RIBS Home Station Readiness Training; and Force Support Silver Flag courses provide additional guidance on mortuary affairs in a contingency environment.

11.2.2. Mortuary Equipment. Component Services Planners will build equipment requirements for designated lead teams to deploy with the initial Mortuary Affairs Kit to include human remains pouches, mortuary forms and supplies to support limited S&R operations in the AOR. **(T-1)**. **NOTE:** The equipment in the Mortuary Affairs Kit (UTC XFWXN) differs from the equipment used at the MACP, 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. S&R. 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)**. All management and lead Unit Type Code personnel will be trained on contingency Mortuary Affairs and S&R procedures. **(T-1)**.

11.3.2. Establishment, operation, or support of MACP, TMEPs, military mortuaries, and interment sites. **(T-1)**.

11.3.3. Collection, inventory, storage, and processing of PE of deceased and missing U.S. and enemy personnel in accordance with [Chapter 13](#). **(T-1)**.

11.3.4. Operation of the AFMAO Port Mortuary, Dover AFB and other mortuaries as directed (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 the same 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 PE of allied personnel in accordance with standing agreements or per mortuary affairs procedures if no agreements exist. (T-0).

11.4.3. Transfer to Host Country. When arrangements are made to transfer remains and PE to the host country or to an allied nation, the MOs will document the transfer in the log of events. (T-0). The MO 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. (T-0).

11.5. S&R Operations. Bed down locations with Air Force Base operating support responsibility will be required to conduct S&R in support of incidents on or near their installation for minor incidents with two or fewer casualties. (T-0).

11.5.1. Prior to conducting any S&R operations, the MO must contact the Component Headquarters Services staff. (T-0). The Component Headquarters staff will coordinate with the Joint Mortuary Affairs Center, who will identify the lead Service and determine who conducts the S&R.

11.5.2. When determined that Air Force personnel will conduct S&R operations, refer to AFH 10-247 for detailed instructions (available on AFMAO SharePoint). (T-3).

Section 11B—Contingency Mortuary Operating Concept (Flow of Remains).

11.6. Casualty Collection Point. The Casualty Collection Points are normally located near a medical facility and managed by medical personnel. An FSS representative normally coordinates with the Casualty Collection Point to begin actions to receive the deceased. Refer to AFH 10-247 for detailed instructions (available on AFMAO SharePoint) on Casualty Collection Point operations. **NOTE:** Generation of the draft DD Form 2064 is only completed by the competent medical authority or designated representative. The draft Overseas Death Certificate is not final and will not be used for any other purpose other than to transport from theater to the location AFMES directs for autopsy. (T-0).

11.7. Mortuary Affairs Collection Point (MACP). The MACP's main purpose is to move remains, along with accompanying PE, to Dover AFB as quickly as possible for processing and identification. The installation commander will ensure the MACP meets the below requirements. Refer to AFH 10-247 for detailed instructions (available on AFMAO SharePoint) on MACP procedures.

11.8. Mortuary Personnel MACP Responsibilities. Mortuary personnel will collect and preserve identification information, operate the MACP, and prepare the remains for shipment. **(T-0)**. Recovery of remains to either the Casualty Collection Point or the MACP is accomplished through the medical evacuation system, or the "Buddy Care" system. If remains are delivered to the Casualty Collection Point instead of the MACP, it is the responsibility of the MACP or the mortuary Casualty Collection Point augmentees to collect remains from the Casualty Collection Point and transport them to the MACP.

11.8.1. Air Force personnel operating or supporting a MACP will be trained by the Joint Mortuary Affairs Center in the utilization of the Mortuary Affairs Remains Tracking System (MARTS) upon arrival in-theater. MACP personnel will upload all known information of each deceased into the MARTS. **NOTE:** For MARTS and MACP training while in-theater, mortuary personnel will contact CENTCOM TMAO at DSN: 308-430-0037 or via SIPR at usarmy.arifjan.1-tsc.mbx.tmao@mail.smil.mil; or INDOPACOM TMAO at DSN: 315-437-5202. **(T-1)**.

11.8.2. Contingency Location Escorts. Escorts are not authorized to accompany remains from contingency locations to DoD Mortuaries. **(T-0)**.

11.8.3. Per DoDI 1300.18, the official escort mission begins at the OCONUS DoD Mortuary or CONUS Port Mortuary and continues to the final place of disposition. Escort duties are delegated to the aircraft commander for human remains originating from within the contingency location. **(T-0)**.

11.9. MACP Process. Personnel at MACP will accomplish the tasks in [paragraphs 11.9.1](#) through [paragraph 11.9.13](#), however, if the aircraft transporting the remains to the mortuary is departing within two hours or before remains can be processed, MACP personnel will ship remains without processing. **(T-1)**. **NOTE:** A send-off where members stand to the side and salute as the deceased Airman or Guardian departs is acceptable, provided no media, speeches, music or honors are rendered and the aircraft departure is not delayed. **(T-0)**. Except for DTs at Dover AFB, media coverage of deceased military personnel returning to or departing from any military installation, to include interim stops en route to a stateside aerial port of entry, is not authorized. **(T-0)**.

11.9.1. Verify explosive ordinance disposal personnel have checked the remains for unexploded ordinances 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. **(T-0)**. The DD Form 1077 is a daily log of all remains the MACP receives. MACP personnel will prepare a new DD Form 1077 each day the MACP is in operation. **(T-1)**.

11.9.3. Leave clothing, PE, and gear (e.g., helmets, vests, safety equipment, or organizational equipment, including the chemical warfare defense ensemble) on the remains to aid in identification and investigation at the mortuary. MACP 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 the Casualty Collection Point or the MACP. Unit members will return these items to the unit armory, aircrew life support section or appropriate storage area. **(T-3)**. If mortuary personnel discover weapons or ammunition, ensure the items are secured in accordance with DAFI 31-101, *Integrated Defense*, and the unit of the deceased responds as soon as possible to account for the weapons. **(T-3)**. MACP personnel will always notify explosive ordnance disposal personnel or the Emergency Operations Center if an unexploded ordnance is discovered during remains processing. **(T-1)**.

11.9.5. Complete two tags for every human remains pouch. **(T-0)**. 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, MACP personnel will include the evacuation number, which is a coded sequence based on the below items:

11.9.5.1. The evacuation number includes a letter code, a sequential number and year, MACP branch of service and MACP 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 MACP en route. **(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." On the reverse side, MACP personnel will include the evacuation number. **(T-1)**.

11.9.6. Record the evacuation number, the 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. MACP personnel will use separate pouches for each remains and will not commingle fragmented remains unless they were received commingled, or confirmed to be one decedent. **NOTE:** MACP personnel will not fingerprint or perform dental charting in a field environment as it may cause loss of forensic evidence. **(T-1)**.

11.9.8. Attach one tag to the remains and one tag to the human remains pouch. When placing several fragmented remains, MACP personnel must tag each portion. **(T-0)**. MACP personnel will ensure each 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 transfer case document drawer, or tape to the top of the transfer case. **(T-1)**. 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 TMEP, 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 human remains pouch. **(T-1)**. Ensure the ice does not come in direct contact with the remains. **(T-1)**. Icing procedures should include the use of 6-9 bags of ice (8-10lbs each), 60-90lbs of crushed wet ice bags. Dry ice is prohibited. **(T-1)**. **NOTE:** Detailed Icing and Re-Icing instructions are available on the AFMAO SharePoint. Typical location for placement of bags (will vary according to condition of the HR):

11.9.11.1. Head: Two bags; one on each side of the head (do not place over face).

11.9.11.2. Chest: Three bags; one on each side of the torso (oblique) and one over chest.

11.9.11.3. Lower Extremities: Three bags; one on each side of lower extremities and one over the groin area.

11.9.11.4. Feet: One bag under the feet.

11.9.11.5. Place the plastic bag with the death certificate and other pertinent information in the transfer case document drawer, or tape to the top of the transfer case. **(T-1)**.

11.9.12. MACP personnel will ensure transfer cases containing deceased U.S. personnel are draped with a U.S. flag when being transported. **(T-1)**. The blue field with stars will be placed over the head end of the transfer case with three stars across and four stars lengthwise on the top and showing two stripes down the sides. **(T-1)**. The flag will be secured neatly using paracord or a clear rubber flag band. **(T-1)**. See AFMAO SharePoint for detailed instructions.

11.9.13. Record the shipment information (date, shipped to) on the DD Form 1077. **(T-0)**. Also record the shipment on the DD Form 1075, *Chain of Custody for Transportation of Remains and Personal Effects of Deceased Personnel*. **(T-0)**. The aircraft commander or vehicle driver must sign for the remains on the DD Form 1075. **(T-0)**.

11.9.14. At the end of each day, the FSS Unit Control Center will provide higher headquarters with a situation report of the day's mortuary affairs activity. **(T-2)**. Record all evacuation numbers received and shipped on the report. **(T-2)**. Continue reporting these numbers on future situation reports until notification that the remains have arrived at Port Mortuary, Dover AFB. **(T-2)**. If reporting during emergency conditions, MACP personnel will submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. **(T-1)**.

11.9.15. Heat Stress. Heat stress is a potential issue when working in the MACP. Supervisors must watch for signs of heat injury. **(T-1)**.

11.9.16. 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.

11.9.17. Lifting Requirements. Personnel must follow proper lifting techniques when moving remains. **(T-3)**. Each individual will not lift more than 75 pounds. **(T-3)**. They will be instructed on how to lift with their legs, not their back. **(T-3)**. Personnel must use a back-belt when strenuous lifting occurs. **(T-3)**.

11.9.18. 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. If contact is made, personnel must wash the area immediately with disinfectant or soap solution. **(T-1)**.

11.10. Theater Mortuary Evacuation Points (TMEPs). TMEPs are established to evacuate all remains and accompanying PE to a DoD mortuary. Personnel at the TMEP will:

11.10.1. Receive remains (and accompanying PE, clothing and gear) from any theater location and record them on the DD Form 1077. **(T-0)**.

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. **NOTE:** TMEP 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 the DD Form 1075. **(T-0)**.

11.10.6. Transport transfer cases to the Air Mobility Command special handling area to be palletized. TMEP personnel will ensure transfer cases are tied down with three transfer cases per pallet. Only when absolutely necessary, place cases in three rows, each row stacked to a maximum of four. **NOTE:** TMEP 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. TMEP personnel will ensure no other cargo or miscellaneous items besides other human remains are placed on top of human remains. Off-load remains feet first. Transfer cases are flag-draped, per [paragraph 3.26.2](#) and if stacked, TMEP personnel will ensure cases are not draped with the U.S. flag. **(T-0)**.

11.10.7. Document evacuation numbers in the situation report. **(T-1)**.

11.10.8. If remains arrive at the TMEP and have not been loaded into the MARTS, TMEP personnel will ensure this is accomplished before the remains are transferred from the TMEP. **(T-1)**.

11.11. Aerial Port (Force Support Augmentation).

11.11.1. The aerial port will receive remains from the TMEP, record them on the 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 or where directed by AFMES. **(T-1)**.

11.11.3. Aerial Port personnel will record the shipment on the DD Form 1075 and document evacuation numbers in the situation report. **(T-1)**.

11.12. Armed Forces Medical Examiner System and AFMAO Roles.

11.12.1. AFMES will exercise custody over remains received at Dover AFB. (T-1).

11.12.1.1. Inventory and process PE on the DD Form 1076. (T-1). **NOTE:** The JPED personnel handle all PE 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 Mortuary Affairs Division will prepare, casket and ship remains and PE per disposition instructions provided by the PADD, PNOK, or sponsor. (T-1).

Section 11C—Temporary Storage or Interment in the Area of Responsibility.

11.13. Emergency Interment. Emergency interment can be on the battlefield, when conditions do not permit either evacuation to a MACP or TMEP. Sometimes referred to as hasty burial, it may occur when intense hostilities prevent evacuation of remains and burial is an emergency means of preserving remains or preventing them from falling into enemy hands. It may amount to little more than hiding and recording the location of remains so they can be safely recovered later. It is the only situation in which temporary interment can occur without theater commander direction. In such case, the decision to temporarily inter can be made by the senior military member (officer or enlisted) on scene. If so, the senior military member will immediately meet with Civil Engineering to finalize layout and begin excavating a temporary interment site, if time permits. (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, or insufficient refrigerator space. Unit commanders must obtain permission from the geographic combatant commander to conduct temporary interment operations. Refer to AFH 10-247 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 does not replace the involvement of Chemical, Biological, Radiological and Nuclear experts in the decontamination process. Refer to AFH 10-247 for detailed instructions (available on AFMAO SharePoint) on procedures related to handling Contaminated Remains.

11.16. Contaminated PE. Return of contaminated PE to the family is not guaranteed. In instances where the PE are contaminated and there is no effective way to decontaminate the substance (paper for example), these effects will be interred with the remains and the family informed of the situation by AFMAO. (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 must ensure Operational Risk Management is integrated into processes and operations. Sanitation of the MACP 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 PE. **(T-0)**. If not already known, obtain this information from the Civil Engineer representative in the Emergency Operation Center. **NOTE:** In the case of a 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 the 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)**.

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

11.17.2. 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 and Emergency Management personnel determine if they can be reused. Do not automatically dispose of any items. **(T-3)**. The FSS will work with Civil Engineering to develop specific procedures for handling and disposing of contaminated waste as part of their Expeditionary Site Plan. **(T-1)**.

11.17.3. Briefings. Personnel involved in contingency mortuary operations must receive an assessment from the Disaster Mental Health Team in accordance with DAFI 44-153 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 MACP will have as a minimum the amounts and types of Chemical Biological, Radiological and Nuclear defense equipment in [Table 11.1](#) Additional Mission Oriented Protective Posture 4 outer garments may be required for the handling of contaminated remains and for S&R operations. With the increased terrorist threat, Mission Oriented Protective Posture 4 protective gear will need to be made available for MACP and S&R operations at home station as part of the installation Bio-Defense Base Plan. Units should incorporate the use of contingency contracts to purchase just-in-time MACP assets during the deliberate planning process for any contingency operation. **(T-1)**.

Chapter 12

FAMILY ASSISTANCE REPRESENTATIVE FOR FAMILIES OF DECEASED AIRMEN AND GUARDIANS

12.1. Introduction.

12.1.1. Introduction. The FAR is a facilitator between the Department of the Air Force and the PADD and PNOK (if not the same as the PADD), acting as a liaison to seek subject matter experts to address family needs which may include resources, services or information. They are a trusted and compassionate military presence at a very devastating time in a family's life.

12.1.2. Philosophy. The FAR is based upon 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 and sustenance to all assistance delivered.

12.2. Key Personnel in the Delivery of Services.

12.2.1. AFMAO. Provides guidance, consultation and training products to installation MOs who have mortuary affairs mission execution responsibilities. **(T-1)**. AFMAO will assist in all situations requiring multiple FAR assignments from installations other than the home station of the fallen Airman or Guardian. **(T-1)**.

12.2.2. Installation commander. Ensure a FAR is recommended by the unit commander to the FSS commander to support eligible family members, as defined in [paragraph 12.2.7](#). **(T-1)**.

12.2.3. Unit commander. Recommends and provides a suitable unit member(s) to serve as a FAR to an eligible family member(s) unless the family member(s) specifically requests one not be assigned to them. **(T-1)**. A minimum grade of E-7 is highly recommended, given the unit's manning and mission permit. The primary concern for the unit commander is to ensure the assigned FAR is mentally and emotionally mature enough to assist the family. The name(s) of the recommended FAR(s) must be provided to the FSS commander at the earliest opportunity to ensure availability to participate in all casualty and mortuary briefs. **(T-1)**. Must ensure the FAR has complete understanding that they report directly to the MO during the performance of their duties. **(T-1)**. Must ensure the FAR is available to the assigned family until all casualty and mortuary actions are complete and all investigative reports have been closed. **(T-1)**. **NOTE:** ARC members must be placed on Active Status by the Unit. **(T-1)**. Mortuary funds are not authorized for Man-days but will be used to fund TDY as applicable. **(T-1)**.

12.2.4. FSS commander. Will review the recommendation from the unit commander of the deceased Airman or Guardian for the person to be assigned as a FAR for suitability and will discuss the requirements, purpose and scope of responsibilities of the FAR and the MO/MT with the unit commander before accepting the appointment of the FAR. **(T-1)**. Upon acceptance, ensures the MO drafts and forwards the appointment letter to the installation commander or wing commander of the prospective FAR to ensure availability to participate in all casualty and mortuary briefs. **(T-1)**.

12.2.5. Installation MO. Will review the recommendation from the unit commander of the fallen Airman or Guardian for the person to be assigned as a FAR for suitability. **(T-1)**. At the earliest opportunity, creates and submits the appointment letter for the individual(s) to the installation commander or wing commander from the prospective FAR's chain of command to ensure the member is available to participate in all casualty and mortuary briefs. **(T-1)**.

12.2.5.1. Will personally discuss expectations and responsibilities with the FAR to ensure the FAR has a complete understanding of the responsibilities and that they report directly to the MO in the performance of their duties. **(T-1)**. **NOTE:** Appointment letter template is available on the AFMAO SharePoint. **(T-1)**.

12.2.5.2. Will ensure the FAR is placed on TDY orders immediately for any travels to the location(s) of the assigned family member unless the family declines assistance. **(T-1)**. Will ensure orders are X-Org'd to the mortuary line of accounting. **(T-1)**. The timeframe for TDY is not limited to distance or time, but the TDY typically concludes immediately following the interment unless extended by the MO. The FAR will continue to serve the family until the mortuary case is closed, at which time the family will receive support from AFFF. **(T-1)**. Duration of duties will be set by the MO according to mission requirements. **(T-1)**.

12.2.5.3. Will ensure the requisite training is provided and ensure the background regarding the deceased Airman or Guardian's information and family dynamics is provided prior to the FAR being introduced to the family to which they have been assigned to assist. **(T-1)**. The MO will provide assistance and supervision to the FAR for the duration of the assignment. **(T-1)**.

12.2.5.4. Will ensure the FAR is provided with a folder of printed materials designed to assist with FAR duties: a copy of this chapter, including all attachments; the FAR Quick Reference Guide, and a FAR Brochure which is also given to the assigned family. **(T-1)**. These resources can be found on the AFMAO SharePoint.

12.2.5.5. Will send a completion of FAR Duties letter to the PADD or PNOK supported by the appointed FAR which will also include AFFF information. **(T-1)**. Letter and training products can be found on the AFMAO SharePoint.

12.2.6. Installation Mortuary Affairs Technician. Assists the MO and will execute duties as assigned with regard to FAR appointment and training. **(T-1)**. The MT will ensure the FAR log of events, along with any other documents related to communication, is included in the mortuary case file. **(T-1)**.

12.2.7. FAR. Appointed to assist the PADD and the PNOK of an eligible Airman or Guardian. The FAR reaches out to subject matter experts who correspond directly with the family member to respond to their questions or concerns. The FAR's primary responsibility is to identify available resources which will help to meet the family's immediate needs. Will report daily to the MO through the interment or until otherwise directed by the MO. **(T-3)**. Will be available to the assigned family until all casualty and mortuary actions are complete and all investigative reports have been closed. **(T-1)**.

12.2.8. CAR. Will be available to the FAR should the family have questions regarding casualty benefits and entitlements. **(T-1)** When possible, the FAR partners with the CAR to support the PADD or PNOK as a team.

12.2.9. AFFF. The AFFF is a long-term survivor program established to provide support, to all next of kin of deceased regular Air Force, Space Force, and Reserve Component Airmen who died in an active-duty, inactive-duty training, or annual training status and whose relationship was established prior to the Airman or Guardian's death. AFFF is administered through the installation Airman & Family Readiness Center.

12.2.10. Military Support Agencies. Many different support agencies exist on any given installation and within local communities. The FAR 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 or Guardian and Family Readiness Center.

12.3. Air Force FAR Program Service Delivery.

12.3.1. FAR Entitlement. All family members who are eligible to receive benefits or entitlements, as a result of the loss of an Airman or Guardian, are eligible to be supported by a FAR. However, efforts should be made to assign only one FAR, as the intention of the FAR program is to provide continuity of information. Multiple FARs assigned can result in confusion. **NOTE:** Although a FAR is initially assigned to the PADD and PNOK, they are able to speak with and assist other eligible family members, if authorized by the PADD or PNOK.

12.3.2. Selecting a FAR. The overarching consideration for selecting a FAR is the individual's maturity and capacity to assist the family of a fallen Airman or Guardian. Guidelines and considerations for FAR selection are as follows:

12.3.2.1. Exercise caution in assigning a FAR who has close ties to the deceased member and/or their family. The death of the Airman or Guardian may traumatize the potential FAR, which can impede their ability to perform effectively.

12.3.2.2. Assigning a FAR. FARs are to be identified immediately upon notification of an eligible death, see [Section 2A](#). Orders and training should be completed immediately upon appointment of the FAR. **(T-1)**.

12.3.2.3. Military or civilian grade. Where practical, and at the discretion of the Commander, the FAR should hold the grade of E-7 or higher for enlisted personnel, or an officer of equal or greater grade for commissioned officers. 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. **(T-2)**.

12.3.2.4. Availability. Appointed personnel will be released from all other duties in order to perform FAR duties full-time until released from full-time duty by the MO. **(T-1)**. FARs often assist families outside of normal business hours and should be able to make the appropriate time commitment. Any personnel considered to serve as a FAR should not be scheduled for leave, deployment, temporary duty or permanent change of station move during their appointment.

12.3.2.5. Career field. Whenever possible, the FAR should hold the same Air Force Specialty Code and type of job as the deceased Airman or Guardian. If an Airman or Guardian 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 and capable FAR as quickly as possible.

12.3.2.6. Volunteers. It is encouraged to only use volunteers to serve as a FAR. In the absence of a volunteer, a FAR will be appointed. **(T-1)**.

12.3.2.7. Leadership. Commanders and First Sergeants will not serve as a FAR as their responsibility is to the unit as a whole. **(T-1)**.

12.3.2.8. Notification of assignment. The MO will include the following FAR information or update in the initial and supplemental death message(s):

12.3.2.8.1. Name and Grade. **(T-1)**.

12.3.2.8.2. Base and unit of assignment. **(T-1)**.

12.3.2.8.3. Duty phone number. **(T-1)**.

12.3.2.8.4. Cell phone number. **(T-1)**.

12.3.2.8.5. Date assigned. **(T-1)**.

12.3.2.9. Introducing the FAR. The MO will apprise the PADD of the role of a FAR and ensure they wish to be assigned a FAR. Once this has been determined, the MO will provide the name and grade of the FAR and let the PADD know they will receive an introductory call from the FAR. **(T-1)**. **NOTE:** If the PADD is not the PNOK and a second FAR is appointed, MO should also call to introduce them.

12.3.2.10. FAR 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 CAR's initial outreach. Ideally, the FAR, the MO and the CAR should meet the family together. It is discouraged for the FAR to meet with family members alone. In instances where face-to-face communication is not possible, electronic communication via telephone or video conference will take place instead.

12.3.3. Duties and Responsibilities of the FAR.

12.3.3.1. Coordinating Assorted Services. Will assist the PADD or PNOK 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)**.

12.3.3.2. Mortuary Entitlements Brief. The MO may require the assistance of the FAR in the briefing of mortuary entitlements. In these instances, the MO conducting the entitlements brief, whether it is in-person or electronically, will instruct the FAR on the assistance required. **(T-1)**. This assistance will typically consist of:

12.3.3.2.1. Taking notes.

12.3.3.2.2. Gathering information on family members entitled to funeral and memorial travel.

12.3.3.2.3. Presenting the documents to be signed by the PADD.

12.3.3.2.4. Witnessing signatures, then scanning and emailing the documents to the MO upon the conclusion of the mortuary entitlements brief.

12.3.3.2.5. Providing other assistance related to funeral and Unit memorial arrangements.

12.3.3.3. Unit Memorial Arrangements. The FAR, along with other personnel from the home station unit of the fallen Airman or Guardian, will provide logistical support to family members who travel to the Unit memorial service. **(T-1)**. This support may include providing transportation in government vehicles to and from the airport and setting up lodging arrangements.

12.3.3.4. FAR Quick Reference Guide and Log of Events. Will comply with the checklist and maintain a detailed daily log of events, documenting all case related communications. Will provide the log of events and any electronic correspondence related to the case to the MO upon request. **(T-1)**.

12.3.3.5. Upon completion of FAR duties, the FAR 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 FAR duties. The FAR will turn in all documents, log of events and correspondence related to the case to the MO to be included in the mortuary case file, and to the AFFF representative to provide further support. **(T-1)**.

12.3.4. When the FAR Should Seek Assistance. There are numerous situations that may arise where the FAR is not able to adequately address. For example, the needs of the FAR or family beyond the scope of resources available to the FAR, unforeseen situations preventing the FAR from being able to continue their duties and responsibilities, the duty becomes too emotionally taxing for the FAR, etc. In such cases, the FAR should contact the unit commander, the FSS commander or the MO for guidance.

12.3.5. FAR Duties Which are not Authorized. FARs will not be responsible for personally performing the following types of assistance: **(T-1)**.

12.3.5.1. Counsel. Grief, bereavement or other types of counseling are not the FAR's area of expertise. Rather, the FAR will alert the MO that such care is needed or requested at the local level. **(T-1)**. The MO may consult with the AFFF program manager to determine the available resources for family members including those who are not eligible for military benefits (i.e. are not in the DEERS and do not have access to military support networks).

12.3.5.2. Sign documents and/or make legal decisions. The FAR will never make funeral or memorial service arrangements, or sign any documents on behalf of the PADD or PNOK. **(T-1)**. **NOTE:** The FAR may sign documents as a witness when assisting Mortuary or Casualty personnel.

12.3.5.3. Perform miscellaneous chores. Housekeeping, cleaning, babysitting, cooking or other household chores should not be performed by the FAR. The FAR should instead coordinate assistance from unit volunteers or other support elements to meet these needs.

12.3.5.4. 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.

12.3.5.5. Handle media requests. If the family receives requests from media for interviews, etc., the FAR will seek the assistance of the installation Public Affairs office for support and advice concerning the handling of the press. **(T-1)**.

12.3.5.6. Make promises or commitments. A FAR 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, to include concerns regarding benefits and entitlements. **(T-1)**.

12.3.6. When a FAR Should Terminate Services. The general timeline for a FAR to fulfill in person support duties is approximately two weeks from the date of death. This allows time for funeral services and the Unit memorial service, if held, to be completed, and benefits counseling to be accomplished. For Air National Guard Traditional Guardsmen deaths (typically not on active-duty orders), the general timeline for FAR commitment is seven (7) days. Forward requests for additional time beyond 7 days to NGB/A1S for further guidance.

12.3.6.1. There are cases when a FAR 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.

12.3.6.2. The duration of the FAR assignment is determined by the installation MO, who will then send the Completion of FAR duties letter, found on the AFMAO SharePoint, to the affected PADD, PNOK, or applicable family members. **(T-1)**. Before the FAR discontinues services or outreach, the FAR will ensure this letter has been mailed, and a warm handoff to AFFF is completed. **(T-1)**.

12.4. Special Circumstances.

12.4.1. Overview. There are certain circumstances which require additional support beyond that identified to this point in this chapter. The MO will ensure the FAR is available, in person, to support the PADD, PNOK or family members as applicable, under the following circumstances.

12.4.2. The PADD is geographically separated from the installation of the deceased Airman or Guardian's permanent duty assignment. **(T-1)**.

12.4.2.1. The MO will approve mortuary funding for travel orders for the FAR to travel to support the PADD (unless requested otherwise) for the following circumstances, which include but are not limited to:

12.4.2.1.1. The location(s) of the PADD to provide direct support and assistance. **(T-1)**. If the PADD is other than the PNOK, the FAR will ensure daily contact with the PNOK to address their requirements of assistance, unless support is declined or the MO may request the unit commander provide another FAR to provide assistance to the PNOK. If a second FAR is appointed, they will ensure daily coordination with each other to ensure continuity in the message conveyed with all affected family members. **(T-1)**.

12.4.2.1.2. Being present for the delivery of the Personal Property and PE, if requested by the PERE. **(T-1)**. The MO will advise the FAR when the PERE requests this support and coordinates with the SCO. **(T-1)**

12.4.2.1.3. Being present for briefings on any investigative report related to the deceased. **(T-1)**.

12.4.2.1.4. Being present for briefings conducted by AFMES or Local Medical Examiner and being present upon receipt of autopsy findings. **(T-1)**.

12.4.3. Deaths Occurring in Theaters of Combat Operations. In cases where an Airman or Guardian dies in a Combat Theater of Operations and the remains are returned through AFMAO, Dover AFB, there are key responsibilities for a FAR which do not exist in other deaths:

12.4.3.1. FAR Assignment for a DT. When a FAR is assigned to a family where the PNOK elects travel to Dover AFB to witness the DT of his or her fallen Airman or Guardian, the FAR 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 FAR must be assigned and trained expediently prior to travel. **(T-1)**.

12.4.3.2. FAR Travel to Dover AFB. AFMAO will arrange travel for the family and FAR. **(T-1)**. If the FAR and the family are geographically co-located, the FAR will coordinate travel for themselves, along with the family, to the airport. **(T-1)**. If the FAR and the family are geographically separated, the FAR should meet the family at a connecting airport if possible. In the latter case, the FAR needs to locate the family and remain with them for the rest of the journey to Dover AFB. The FAR is responsible for handling interactions with airport staff and communication with AFMAO, if complications arise. **(T-1)**. The FAR 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 which may arise during travel. **(T-1)**.

12.4.3.3. The FAR should be housed with the family in the Fisher House for Families of the fallen, space permitting.

12.4.3.4. FAR Responsibilities while at Dover AFB. While at Dover AFB, the FAR will attend to the family's needs to the extent desired by the family. **(T-1)**. The FAR will not act as an intermediary between the family and AFMAO staff. **(T-1)**. The FAR 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 FAR must possess a state-issued civilian driver's license. AFMAO will notify the FAR of further requirements as they arise. **(T-1)**.

12.4.3.5. Duty Status – Whereabouts Unknown (DUSTWUN) or missing in action (MIA). A FAR may be assigned, at the discretion of the installation MO, 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 Department of the Air Force collects, safeguards and promptly processes property and effects belonging to deceased military personnel and other eligible individuals, which is located at a place under DAF 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. PE shipped with the remains or directly to the PERE are not to be treated in the same manner as personal property. Examples of PE include, but are not limited to, eyeglasses, jewelry, wallets, insignia, and clothing. Organizational clothing and equipment will be returned through unit supply channels. The MO is responsible to collect, inventory, safeguard and process PE. **(T-1)**.

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(s) and movable property used or owned by the person. A SCO inventories, ships, and processes personal property. **(T-0)**. Personal property shipment usually occurs at a later date than PE shipment. The term does not include interests in real property. Personal property found in off-base housing may only be shipped by a SCO upon receipt of a Power of Attorney by the PERE. **(T-1)**.

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 and Space 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 status.

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.

13.2.2.6. Serving on funeral honors duty under Title 10, USC § 12503, *Ready Reserve Funeral Honors Duty* or Title 32, USC § 115, *Funeral Honors Duty Performed as a Federal Function*.

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 eligible for mortuary entitlements 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, Enclosure 6, *Civilian Casualty Reporting, Recording, Notification, and Assistance by DoD Components*. (T-0).

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 SCO include: missing, captured or detained, personnel on active-duty status; personnel on active-duty status and designated DUSTWUN; personnel on active-duty status who are medically evacuated, hospitalized, or psychologically disabled; contract personnel; foreign national military members and civilians; and indigent persons who die on Air Force or Space Force installations.

13.3. Authorized Person Eligible to Receive Effects (PERE). 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 SJA and place property and effects in temporary storage pending resolution. When the PERE is not listed as the Executor of the estate in the Will, the SCO will not take any actions regarding the disposal of personal property without guidance from the installation Staff Judge Advocate. (T-1).

13.3.1. Surviving spouse or Legal Representative. (T-0).

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. (T-0).

13.3.3. Parents in order of age. (T-0). 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. (T-0). If the parents are divorced and the divorce occurred when the decedent was an adult, precedence will go back to the parents in order of age. (T-0). **NOTE:** In a shared custody arrangement, the custodial parent is the one who had physical custody at the time the deceased reached the age of majority or entered the military.

13.3.4. Siblings in order of age. (T-0).

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. (T-0).

13.3.6. A beneficiary named in the will of the deceased will take precedence over persons outlined in [paragraphs 13.3.1](#) through [paragraph 13.3.5](#). (T-0). Where there are several primary beneficiaries, the oldest is the recipient. (T-0). **NOTE:** When the PERE is not listed as the Executor of the estate in the Will, the SCO will not take any actions regarding the disposal of personal property without guidance from the installation Staff Judge Advocate.

13.4. Disposition of Personal Property Roles and Responsibilities.

13.4.1. Director, Air Force Services (AF/AIS) establishes policy for the disposition of personal property and effects.

13.4.2. AFMAO:

13.4.2.1. Develops and implements procedures, based on policy, for the disposition of personal property and effects.

13.4.2.2. Provides guidance in resolving unusual property and/or effects matters.

13.4.2.3. Obtains disposition instructions for PE and property from the PERE or authorized recipient located in CONUS for members who die OCONUS.

13.4.2.4. May grant additional 90-day extensions to the SCO for personal property actions which remain unresolved after the maximum 60-day extension granted by the installation commander.

13.4.3. Installation commander or Special Court Martial Convening Authority (Joint Base):

13.4.3.1. Appoints a commissioned officer on orders (special Orders Series-A), as the "Summary Court Officer," usually referred to as a SCO.

13.4.3.1.1. Should not appoint a person who is in a deployment or Permanent Change of Station status, or who serves in an assignment which would interfere with Summary Court duties.

13.4.3.1.2. Appoints a Chaplain as the SCO when a Chaplain dies to safeguard professional, religious and confidential materials.

13.4.3.1.3. Appoint a Judge Advocate as the SCO when an attorney dies to safeguard Attorney-Client privileged material.

13.4.3.1.4. Appoints a Medical officer (medical, mental health, dental, etc.) as the SCO when a Medical officer dies to safeguard client Health Insurance Portability and Accountability Act (HIPAA) material.

13.4.3.2. 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.

13.4.3.2.1. Grants an extension up to 60 days (total) beyond the initial 120 days given to the SCO for completing property actions.

13.4.3.2.2. Reviews and signs off on closing the completed Summary Court file.

13.4.3.2.3. Appoints a uniformed member to safeguard, inventory and return the property for Duty Status Whereabouts Unknown and medically evacuated, hospitalized or mentally incompetent personnel (reference [paragraph 13.25](#) and [paragraph 13.26](#)) to the person who would have been the PERE had the member been declared dead. The appointed uniformed member shall meet the qualifications of a SCO (Administrative appointment, not on Series A-Orders).

13.4.4. Installation MO:

13.4.4.1. Determines entitlements for each reported death.

- 13.4.4.2. Advises the installation commander of an entitled deceased member.
 - 13.4.4.3. Completes the PE Checklist.
 - 13.4.4.4. Collects, inventories, safeguards and processes PE.
 - 13.4.4.5. Helps the installation commander collect and safeguard the personal property pending SCO appointment.
 - 13.4.4.6. Identifies the PERE for the deceased member's property and effects.
 - 13.4.4.7. Obtains PE and personal property disposition instructions from the PERE, if a local death. Carries out PE instructions and gives property instructions to the SCO.
 - 13.4.4.8. Briefs the SCO on duties and provides the SCO a copy of this chapter.
 - 13.4.4.9. Monitors SCO actions from start to finish.
 - 13.4.4.10. Develops a comprehensive checklist for the SCO. An example can be found on the AFMAO SharePoint.
 - 13.4.4.11. Responds to inquiries or complaints from the PERE.
 - 13.4.4.12. Ensures the SCO advises the FAR of the SCO's actions.
 - 13.4.4.13. Reviews the SCO file with the SCO and coordinates with the SJA before submitting to the installation commander for signature.
 - 13.4.4.14. Attaches the finalized SCO file to the left side of the mortuary case file, or forwards the file to the MO handling the remains. Scans and uploads the finalized Summary Court file to the file attachments section of the associated case in the DCIPS.
 - 13.4.4.15. Ensures budget procedures are in place to work mortuary-related funding issues (e.g., fees for shipping documents and PE, travel in performance of SCO duties).
 - 13.4.4.16. Assists Air Reserve Component full-time MT or MO in their Area of Responsibility with dispositions of personal property and effects. **NOTE:** Many MO responsibilities can be delegated to the MT.
- 13.4.5. Defense Finance and Accounting Service, Special Actions, (DFAS-IN/FJSCA). Settles deceased members' pay accounts in accordance with DoD 7000.14-R, Vol. 7A, DoD Financial Management Regulation, *Military Pay Policy – Active-Duty and Reserve Pay*.
- 13.4.6. Traffic Management Office. Provides applicable weight limits and arranges for packing, storing and shipping personal property.
- 13.4.7. SJA. Reviews the SCO file for legal sufficiency before closing a case and provides guidance for legal questions concerning the PERE' disposition of property and effects.
- 13.4.8. CAR. Provides copies of the DD Form 1300 as needed.

13.5. SCO Requirements. A Special Court Martial Convening Authority must appoint a SCO when a decedent meets the criteria outlined in [paragraph 13.2.1](#) to [paragraph 13.2.5](#). (T-0).

13.6. SCO Actions. When a military member dies in an entitlement eligible duty status, the SCO will dispose of personal property within 120 days. (T-3). **NOTE:** If a dispute arises over an Air Force or Space Force determination on the PERE, disposition may take longer.

13.6.1. All claims for damages to real property resulting from the death of an eligible member, see **Section 2A**, occurring off-base, are a civil matter. There is no provision for the Department of the Air Force to cover these costs. **NOTE:** Neither the USAF nor USSF has fiscal authority to pay claims made by a landlord against a deceased Airman or Guardian for damage to an off-base residence, not in the course of their official duties, over and above the amount secured by their security deposit.

13.6.1.1. Due to various causes and manners of death, the SCO may be questioned as to how the location of death is to be cleaned. When death occurs in an area where the Air Force is directly responsible for maintenance and cleaning (dormitories, offices, hangers), the facility manager will use installation Operation and Maintenance funds to clean the place of death. Cleaning of personal property (privatized base housing or dormitories, privately owned or rented residence, automobile, clothing) is the responsibility of the PERE or manager of the property, not the Department of the Air Force. No funds are available beyond what is described in the following:

13.6.1.1.1. If the death took place in a residence, refer the lien holder or leaser to the insurance company which insures the deceased member's residence or property. Another source of funds may be a security deposit which might settle costs associated with the clean-up.

13.6.1.1.2. 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 that the MO will ensure the legal next-of-kin is provided with their information.

13.6.1.1.3. Consult with the MO and the installation Staff Judge Advocate as appropriate for guidance. This is the extent the SCO and MO is able to assist these parties.

13.6.2. Operations and Maintenance funds can be used to clean personal clothing items that the member may have been wearing at the time of death or other laundry in the residence belonging to the deceased that will be forwarded to PERE.

Section 13B—Handling and Processing of PE of Deceased Personnel

13.7. Procedures. PE are broadly defined as any personal item, organizational clothing or equipment physically located on the remains. PE shipped with the remains or directly to the authorized recipient are not to be treated in the same manner as personal property. **NOTE:** For off-base PE, recommend the SCO procure a Special Power of Attorney from the PERE to inspect, assemble and arrange for property to be packed and shipped by TMO for return to the PERE. Concurrence by the PERE allows the SCO to perform actions as necessary to avoid causing undue additional grief to the family. See the installation Staff Judge Advocate for assistance and further guidance.

13.8. Inventorying PE. The MO will:

- 13.8.1. Inventory PE using the DD Form 1076. **(T-1)**.
- 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. **(T-1)**. Sign and date the form. Attach additional sheets as necessary. **(T-1)**.
- 13.8.3. Thoroughly inspect remains to ensure all PE are found, check all pockets of any clothing. **(T-1)**.
- 13.8.4. Take digital photos of the PE and include as documentation in the case file. **(T-1)**.
- 13.8.5. The inventory sheet(s) must accompany the PE at all times. Keep a copy for the case file. **(T-1)**.
- 13.8.6. For deaths under investigation or circumstances which do not permit an immediate, hands-on inventory of PE, perform a visual inventory and annotate the inventory sheet. **(T-1)**. Conduct a complete inventory as soon as possible, and make every attempt to ensure PE will be returned when available. **(T-1)**.

13.9. PE Containing Organizational Clothing and Individual Equipment. The SCO will:

- 13.9.1. Collect all organizational clothing and individual equipment (e.g., parkas, cold weather footwear) when such items are no longer required for investigation, and inventories on the DD Form 1076. **(T-1)**.
- 13.9.2. Contact the deceased member's unit commander to arrange the return of all issued organizational equipment and clothing to the squadron. **(T-3)**.
- 13.9.3. Contact the PERE to determine if they desire any of the remaining issued organizational clothing. **(T-3)**. **NOTE:** Do not offer dangerous articles and organizational weapons to the PERE.
- 13.9.4. Make a separate DD Form 1076 for the organizational clothing and equipment to be turned in to supply.
- 13.9.5. Ensure the Logistics Readiness Squadron representative signs the DD Form 1076 accepting the items. **(T-3)**.

13.10. Securing PE. The MO completes the inventory, cleans the PE, and locks them in a secure area such as a cabinet, safe, or room. Establishes and maintains a log for deposit and withdrawal of PE from the secured storage area. **(T-3)**.**13.11. Disposition of PE.**

- 13.11.1. Once the MO has ensured the PERE has been officially notified of the death, the MO requests the PERE provide instructions for disposition of the PE. Options include using the military escort, mail or in the casket. Ensure the escort and receiving funeral director are notified if PE are shipped with the remains. **(T-1)**. Ensure the PERE is advised of the nature of the PE on-hand before shipping. **(T-1)**.

13.11.2. Via Military Escort. The military escort can hand deliver the PE to the receiving funeral home or to the PERE. Military escorts will check the inventory sheet(s), inventory, and accept responsibility for the PE by signing the inventory sheet. **(T-1)**. Two copies of the DD Form 1076 inventory should accompany the PE. 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 PERE) sign the inventory sheet. **(T-1)**. Instruct the escort to request the funeral director to check the inventory sheet(s) and accept responsibility for the PE by signing block 13 (front and back) as Receiving Official and, upon transfer, have the PERE sign block 14. **(T-1)**. If the escort turns over directly to the PERE, have them complete the DD Form 1076 by signing block 14. **(T-1)**. Instruct the escort or funeral director to return one copy to the MO at the shipping installation. **(T-1)**. Maintain the signed DD Form 1076 in the Summary Courts file. **(T-1)**.

13.11.2.1. Via U.S. Mail or Delivery Service. Mail PE expeditiously to the PERE, base mortuary office, or funeral director. **(T-1)**. Use a mail or delivery service which has tracking capability and require a signature at the receiving destination. **(T-1)**. Include the inventory sheet and an addressed, stamped envelope with the PE and request the receiving party sign, date, and return the completed DD Form 1076 by signing block 14 and return using the pre-addressed and stamped envelope. **(T-1)**. 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. **(T-1)**. 13.11.2.2. Delivered in Casket or On Remains. Ensure only the items the PERE requested be shipped with the remains are on the remains or in the casket and are visible if the casket is opened. **(T-1)**. The shipping MO will instruct the receiving funeral director to document receipt and transfer to the PERE. **(T-1)**. Instruct the funeral director to check the inventory sheet(s), inventory, and accept responsibility for the PE by signing block 13 (front and back) as Receiving Official and, upon transfer, have the PERE sign block 14. **(T-1)**. Two copies of the DD Form 1076 inventory should accompany the PE so the PERE has a copy and the other copy will be returned to the MO who shipped the remains.

13.11.3. PE Property Retained as Evidence. PE property may be retained as evidence by civil or military law enforcement or investigative authorities until no longer needed. **NOTE:** Items may be held by law enforcement agencies for an indefinite period of time. When that is the case, the SCO may close the case file with a memo for record documenting the communication to the PERE, identifying the items withheld and the agency holding them. When those items are released, they may be turned over to the SCO if one is still active on the case or request assignment of a SCO who will take custody of the items, ship them and document the return to the PERE.

13.11.3.1. Civil Agencies. Civil law enforcement and investigative agencies have their own policies and procedures for disposing of evidence, including PE property. The SCO will advise the PERE that queries concerning PE property held by non-military agencies should be sent to each applicable agency. **(T-1)**. The SCO will provide the PERE with the agency's physical evidence custodian's name, mailing address, and telephone number. **(T-1)**.

13.11.3.2. Military Agencies. The SCO will contact the physical evidence custodian of the military law enforcement or investigative agency and advise the custodian when PE property is released as evidence, the PE property is turned over to the SCO for disposition. **(T-1)**.

13.11.3.3. Air Force OSI, or Security Forces Investigations should return PE property withdrawn for investigation purposes directly to the SCO for further authorized distribution.

13.12. Destroying PE.

13.12.1. Mortuary personnel have no authority to arbitrarily destroy PE. If the remains are being shipped to a mortuary, all PE should be shipped with the remains and the port mortuary personnel should contact AFMAO to obtain instructions from the PERE. **(T-1)**.

13.12.2. If the PERE agrees that mortuary personnel should destroy some items, record the PERE's 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 MO should wait for written authorization by the PERE before destroying items. Ensure items are destroyed beyond recognition.

13.12.4. After destruction, annotate the destroyed items on the DD Form 1076. **(T-1)**. Place the documentation in the case file. **(T-1)**.

13.12.5. For additional information regarding destruction of property, see [paragraph 13.15.6](#).

13.13. Record Final Disposition of PE. 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 PE to the PERE and note this on the DD Form 1076. **(T-1)**.

Section 13C—Disposing Of Property and Settling Accounts for Members Who Die in an Eligible Status.

13.14. Personal Property Disposition Instructions. The SCO:

13.14.1. Obtains property disposition instructions and the name and address of the PERE from the MO, reviews the Training Video, "You Are a Summary Court Officer - What Now?", and establishes a log of events.

13.14.2. When the SCO and the PERE are in CONUS, the SCO telephones or video conferences with the PERE and explains their function. **(T-1)**.

13.14.2.1. The MO will determine the PERE and obtain disposition instructions for the property. **(T-1)**. These instructions are provided in a Personal Property Message via email to the SCO by the MO. **(T-1)**.

13.14.2.2. When the death occurs overseas and the PERE is in CONUS, the MO will be the point of contact between the PERE and the SCO. **(T-1)**.

13.14.2.3. In either case, the SCO sends a formal letter of introduction to the PERE within 3 duty days after appointment to the position to advise them of Summary Court actions. **(T-1)**. The SCO will also explain the need for any additional information necessary to help with disposition, e.g., Power of Attorney, if needed for TMO actions or other use.

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 member’s wristwatch.” The SCO should coordinate all outgoing correspondence with the MO.

13.14.3. Advises the PERE at least once a week regarding progress in resolving property matters. Annotates all correspondence in the log of events. **(T-1)**.

13.14.4. Informs the MO and Technician of all correspondence with the PERE, other agencies, and interested parties. **(T-1)**.

13.14.5. Alerts organizations on the installation to make a claim for any unpaid debts, such as a base Club. **(T-3)**. Review the deceased member’s correspondence to identify potential creditors with a claim for or against the estate and inform the PERE of the debts owed. **(T-1)**. **NOTE:** An alternate base-wide notification may be made via email. Coordinate with the installation Public Affairs office for message release. **(T-3)**.

13.14.6. Provide the completed DD Form 139, *Pay Adjustment Authorization*, with bills for the deceased member’s debts within 2 weeks of the date of death to the local Financial Services Office. Include information in the Case Management System for the 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 en route to a permanent change of station, and submits the voucher with the member’s orders. **(T-3)**.

13.15. Inventorying Property. The SCO:

13.15.1. Inventories all property on the DD Form 1076.

13.15.2. Promptly gathers the uniform and clothes needed for burial and gives them to the MO or Technician when requested by the PADD. **(T-3)**. Consideration should be given to providing a new uniform to allow the Airman or Guardian’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). **(T-3)**.

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 resale value (for example, used toothpaste, soap, deodorant, lotions, shampoo, tobacco, candy, opened food items) or items which are not allowed to be shipped in accordance with 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 PERE. This includes, but is not limited to: mutilated items, items damaged beyond repair, burned, soiled with blood or bodily fluid, or are unsanitary. ,.

- 13.15.4.1.3. Category 3 - Inflammatory property which includes, but is not limited to: items which could cause further grief to the PERE such as compromising pictures, magazines, paraphernalia or videos sexual in nature, personal letters, etc. SCOs may contact AFMAO for consult regarding items of this nature.
- 13.15.4.2. Criteria for Disposition of Questionable Property in Categories 1 and 2. The SCO has no authority to destroy personal property in these two categories without authorization from the PERE.
- 13.15.4.2.1. When possible, make soiled, bloodstained, or torn clothing presentable by the SCO or MO using FSS Operation and Maintenance Funds to cover cleaning expenses through commercial vendors. However, the PERE should be asked if they would like to have the items, and if so, state the condition of the items and inform them they will be cleaned before being returned.
- 13.15.4.2.2. Opened mail, papers, photographs, videotapes, books, magazines, and other such items will be screened for suitability. Questions on suitability will be directed to the MO and SJA. The SCO should pay close attention to cell phones, iPads, digital cameras, and computers to ensure these and like devices do not contain unfit items. If they do, the SCO should hold device until receiving instructions from the installation Staff Judge Advocate or OSI (if investigation is pending) regarding destruction.
- 13.15.4.2.3. Personal cell phones, iPads, digital cameras, and computers may be locked and unable to be opened. In these instances, document the attempt to open them with a memorandum for record and then turn the device over to the PERE. **(T-1)**. If unlocked, digital contents should be reviewed as outlined in [paragraph 13.15.4.2.2](#).
- 13.15.4.2.4. Exposed but unprocessed film will be processed using FSS Operation and Maintenance funds and screened for suitability. **(T-1)**. The MO will ensure FSS funds are available to the SCO to cover these expenses. **(T-1)**.
- 13.15.4.2.5. The SCO has no obligation or authority to review the decedent's social media accounts for questionable posts or images.
- 13.15.4.3. Criteria for Disposition of Questionable Property - Category 3. The possession of and decision to destroy inflammatory items will not directly involve the PERE. Annotate these items on a separate DD Form 1076 and turn the items over to the MO, who will consult with the FAR about the state of mind of the PERE to determine if turning over the items would likely cause them unnecessary grief and distress. The items will be reviewed immediately upon discovery for any information that would be useful to family members (e.g., a suicide note that contains disposition of remains instructions) or may provide solace to family members (e.g., a homicide confession that expresses remorse over the grief that the decedent's actions have caused the family).
- 13.15.4.3.1. The MO in consultation with the installation Staff Judge Advocate will determine if the items should be turned over immediately or if they should be retained awaiting approval of destruction by the officer who appointed the SCO. **(T-1)**. If a decision is made to release Category 3 items, the MO will draft a release letter for the PERE to sign stating they have been notified the items being turned over may cause additional distress or grief. **(T-1)**.

- 13.15.4.3.2. If a decision is made to withhold items for destruction, the MO will retain the questionable property for a minimum of 45 days following receipt of all other property by the PERE, in the event the PERE requests information pertaining to these items. **(T-1)**.
- 13.15.4.3.3. Once 45 days have passed without any inquiry regarding the questionable property, the MO should request the installation Staff Judge Advocate review the items identified for destruction and make a written recommendation for their final disposition. **(T-1)**. If the installation Staff Judge Advocate recommends destruction, obtain approval from the SCO Appointing Authority. **(T-1)**.
- 13.15.4.4. Items prohibited for shipment will be disposed except for firearms and ammunition. **(T-0)**. Privately owned firearms and ammunition may be shipped to the PERE through an individual or company with a Federal Firearms License and in accordance with Traffic Management Office policies and Customs entry requirements. If the PERE is a minor, the shipment will be required to go through their guardian who is at least 18 years of age for long guns, or 21 years of age for handguns. Ammunition may be shipped as arranged by the PERE or disposed of using local procedures.
- 13.15.5. The SCO will provide a list of all items withdrawn and disposed of to the MO for inclusion in the official SCO File. **(T-1)**.
- 13.15.6. Methods of destruction. The SCO, in coordination with the MO, may destroy and dispose of items by incineration, shredding, or mangling. Destruction must be absolute, obliterating all evidence of the prior owner's and other related person's identities, and rendering the item useless and without any value. **(T-0)**.

13.16. Disposing of Identification (ID) and Military Documents. Military ID cards (also known as Common 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 family. SCOs may work with the Military Personnel Flight (MPF), Logistics Readiness Squadron, and other offices to clear these accounts and then return the cards to family members.

- 13.16.1. The SCO gives ID tags to the MO to place with the remains or send with PE. **Exception:** If the remains have already been shipped and the PERE did not request to be sent with PE, send the ID tags, as part of personal property shipment, to the PERE.
- 13.16.2. The SCO gives the Optional Form 346, *US Government Motor Vehicle Operator's Identification Card*, to the PERE after clearing with the Logistics Readiness Squadron.
- 13.16.3. The SCO clears the Service member's identification card with the MPF personnel records custodian and then provides it to the PERE. In accordance with DAFI 36-3026, **Table 12.2**, Item 4, all identification cards provided to the PERE, 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. The SCO safeguards military documents and submits any classified documents to the proper authorities for disposition. **(T-1)**.

13.17. Disposing of Mail and Personal Papers. The SCO:

13.17.1. For members who were not residing with a spouse, collect all mail received for the member after death, inventory on the DD Form 1076 and send to the PERE. **(T-1)**. Place a forwarding notice with the Post Office to close the Post Office box or stop mail from being delivered to the residence.

13.17.2. Forwards all personal papers promptly by registered mail to the PERE and keeps a record of the forwarded items. **(T-1)**.

13.18. Disposing of Funds and Negotiable Instruments. The SCO may:

13.18.1. If requested by the PERE, 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 PERE. The SCO should not, if at all possible, personally handle such funds. **NOTE:** A death certificate may be required for this action.

13.18.2. To pay off a deceased member's local or government debts, provide a completed DD Form 139, with bills for the member's debts within 2 weeks of the date of death to the local Financial Services Office. Include information in the Case Management System for the Defense Finance and Accounting Service to compute final pay.

13.18.3. Give unused cash to the PERE if that person lives in the local area. If the PERE lives outside of the local area and the money must be mailed, take it to the local Comptroller Squadron (CPTS) for conversion into a U.S. Treasury check payable to the PERE. (reference DoD 7000.14-R, Volume 5, DoD Financial Management Regulation, *Disbursing Policy*).

13.18.4. Give foreign currency to the local CPTS for conversion into a U.S. Treasury Check. **NOTE:** If the currency exceeds the amount authorized in DoD 7000.14-R, Volume 5, give an application to the installation commander to certify that Air Force personnel acquired the currency properly. **NOTE:** Include souvenir currency with the deceased member's personal property.

13.19. Shipping Items. The SCO coordinates with the Traffic Management Office to arrange shipment of household goods. **(T-3)**. Permanent Change of Station funds are used to move personal property of deceased personnel. Permanent Change of Station funding classifications for officers and enlisted members are annotated on the DD Form 1300.

13.19.1. The SCO.

13.19.1.1. May ship one vehicle owned by the member or member's legal dependent. **NOTE:** Vehicles shipped from a foreign country must meet U.S. safety and pollution requirements. The SCO must receive written authorization from the 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 the Traffic Management Office for guidance.

13.19.1.3. May not ship pets at the government's expense (refer to 37 USC (§) 401 and DoD 4515.13). **(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 PERE 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 PERE is responsible for the care and transportation costs of the pet(s). The PERE may also decide to surrender the pet(s) to a local animal shelter or rescue facilities.

13.19.1.5. Ships property owned by the member to no more than two locations designated by the PERE. If shipment is to a storage unit or location, the PERE will be responsible for any cost associated with removal of any items stored.

13.20. Packing and Storage Services. The SCO:

13.20.1. Contacts the Traffic Management Office for packing and storage services and for items which cannot be shipped at government expense. **(T-3)**. Advises the PERE of their right to personally arrange for disposition or give the SCO a Power of Attorney to sell the items.

13.20.2. Marks or tags all packages and items with the names and addresses of the sender and the PERE. **(T-3)**.

13.20.3. Stores the property in CONUS until the PERE provides disposition instructions. **(T-1)**.

13.20.4. Stores property from outside CONUS by shipping it to a CONUS port of entry for non-temporary storage pending disposition instructions. **(T-1)**.

13.21. Disposing of Property in Transit or in Non-temporary Storage. The SCO:

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 PERE. **NOTE:** Do not inventory this property.

13.21.3. Advises the PERE of the property shipping date, mode, and anticipated date of delivery.

13.21.4. Distributes copies of the DD Form 1076.

13.22. Disposing of Property Without a Recipient. The SCO will:

13.22.1. Ask the MO for help if a PERE is not found. **(T-1)**.

13.22.2. Collect from local debtors and pay local creditors. **(T-1)**.

13.22.3. Inventory property on the DD Form 1076, as needed. **(T-1)**.

13.22.3.1. The Traffic Management Office will hold property for at least 30 days following the death.

13.22.3.2. If no PERE comes forward within 30 days:

13.22.3.2.1. Sell the property and use the funds collected from the sale to pay any remaining local debts. Record all cash transactions on the DD Form 1076.

- 13.22.3.2.2. Do not sell articles of keepsake value, such as medals or insignia (refer to Title 10, USC §9712[e], *Disposition of effects of deceased persons by summary court-martial*) or 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 the 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 the DD Form 1076.
- 13.22.5. Place the original signed DD Form 1076 in the Summary Court file.

13.23. Closing the Summary Court File. The SCO:

- 13.23.1. Closes property actions within 120 days of appointment as the SCO. **(T-1)**. 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.
- 13.23.2. Places the signed DD Form(s) 1076 in the file. **(T-1)**. Documents unsuccessful efforts made to get the forms signed. **(T-1)**. **NOTE:** If after several attempts have been made and the PERE has not returned the DD Form 1076(s), document dates and times of request in a Memorandum for Record to be placed to the DD Form 1076(s) in the case file and submit the case file to the MO to close the case.
- 13.23.3. Once the work is completed, the SCO telephones or video conferences with the PERE, following up with a letter providing contact numbers or addresses in the event they have questions in the future. **(T-1)**.
- 13.23.4. Places a chronological account of all Summary Court transactions with supporting documents in the file. **(T-1)**. **NOTE:** Include all email correspondence with the PERE.
- 13.23.5. Prepares an electronic staff summary sheet, closure letter and case file to be coordinated through the MO and SJA for final signature by the installation commander. **(T-1)**. **NOTE:** Closure of the SCO case file is accomplished through a letter signed by the installation commander, stating they have reviewed the file and declaring all property actions have been completed by the SCO.
- 13.23.6. The MO forwards the SCO file and closure letter through the SJA to the installation commander or other officer who appointed the SCO, for review, approval and signature on the letter, closing the case. **(T-1)**. The SCO File is the only portion of a Mortuary Case File which is forwarded to the installation commander or other officer who appointed the SCO, to be signed and closed. **(T-1)**.

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 the PERE is not in local area, the MO secures and holds the property for at least 30 days or until the member's status is changed from missing to detained, captured or the member returns. **(T-0)**. 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 PERE is not in the local area, the installation commander appoints a uniformed member meeting the qualifications of a SCO. **(T-0)**.

13.24.3. The appointed uniformed member secures the property from the MO, inventories, and gives or ships the property to the person who would have been the PERE had the member been declared dead. **(T-0)**.

13.25. Duty Status Whereabouts Unknown (DUSTWUN). The MO 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. **(T-1)**.

13.26. Medically Evacuated, Hospitalized, or Mentally Incompetent Personnel.

13.26.1. After the permanent disposition of an evacuated or hospitalized member has determined that the member will not return to the member's current installation:

13.26.1.1. The PERE, if present, arranges with the Traffic Management Office to ship the property of disabled personnel.

13.26.1.2. When the PERE is not present, the installation commander appoints, in writing, a military member, meeting the same requirements of a SCO, to make shipping arrangements. **(T-1)**.

13.26.2. 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, the appointed military member will receive instructions from the PERE.

13.27. DoD Civilians. (Includes APF, NAF, and Air Reserve Component technicians). The installation commander asks the Chief of Civilian Personnel or NAF Human Resources Officer to appoint an APF or NAF employee, in writing, to assist the PERE. **(T-1)**. If there is not an APF or NAF employee available, the MO 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 PERE, if present. **(T-1)**. If the PERE is not present and the property cannot be shipped or claimed within 45 days, the person appointed by Civilian Personnel will deliver it with all available information to a recipient designated by The Judge Advocate General (TJAG) or by the local civil government with jurisdiction over estates of deceased persons. **(T-1)**.

13.27.2. For civilians OCONUS (including Alaska and Hawaii).

13.27.2.1. If the PERE cannot be present, the MO or decedent's commander secures the property. The appointed person will inventory all property and ship in accordance with instructions received from the AFMAO OL. The appointed person works with the Traffic Management Office to ship property.

13.27.2.2. If the PERE lives in CONUS, the AFMAO operating location obtains disposition instructions and provides the information by message to the MO at the installation involved, who, in turn, will provide it to the appointed assistant. **(T-1)**. **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 PERE 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 or unshipped property will be delivered by the MO, 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. **(T-1)**.

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 en route to the local Travel Pay Office, who will process and submit unpaid travel claims to the 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 PERE upon receiving proof of entitlement.

13.28.2.3. Arranges for the contractor to pay to move property for contract personnel.

13.29. Foreign National Military Members Who Die While on Training in the US.

13.29.1. The MO will coordinate with Air Force Security Assistance Training Squadron assistance to:

13.29.1.1. Secure the property.

13.29.1.2. Inventory the property on the DD Form 1076.

13.29.1.3. Forward 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 Service of the deceased member's country.

13.29.2.2. Forwards any DD Form 1173, *Uniformed Services Identification and Privilege Card* found to the issuing agency shown on the card.

13.29.3. The Service 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 MO:

13.30.1. Forwards DoD Identification Cards found on a foreign national civilian employee to the agency shown on the card. **(T-1)**.

13.30.2. Delivers personal property to the PERE. **(T-1)**.

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. **(T-1)**.

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 or Space Force Installations.

13.31.1. If no PERE comes forward, the installation commander ensures the property is secured and notifies the state official responsible for people who die without a known PERE or a legal representative. **(T-1)**.

13.31.2. Use Operation and Maintenance Funds to pay for moving the property of indigents to the place directed by the state official. **(T-1)**.

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 a status as outlined in [paragraph 2.1](#), are not eligible for a SCO. However, the MO 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.

13.32.2. The MO also identifies the authorized recipient for the deceased member's property and effects.

Section 13E—Wartime PE and Property Procedures.**13.33. PE and Property.**

13.33.1. PE. 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. **(T-0)**. The MO or decedent's commander will secure property while the installation commander appoints a SCO. **(T-0)**. The appointed SCO will inventory and account for property and ship to the Theater PE Depot, if established, or coordinate with the MO to ship to the JPED. **(T-0)**.

13.33.3. Theater PE Depot (TPED). The TPED is responsible for the receipt, safeguard, inventory (when required), storage, palletizing, and evacuation of personal property to the JPED. When the TPED is located in the operational area, the depot may process the personal property of deceased U.S. military personnel, U.S. civilians and others, multinational partner, local national, and adversary personnel who come into custody of the U.S. military. In the case of multinational partner, third country, local national, and adversary personal property, the TPED will work to return those effects back to the originating country representative as promptly as possible. If a TPED is not established, ship personal property to the JPED. **(T-1)**. **NOTE:** PE must stay with the remains to be processed at the 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 MO for disposition. **(T-0)**. **NOTE:** PE 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 PE, theater commanders will authorize the burial of remains without removing or inventorying PE.

13.34.3. When remains are moved to a collection point or cemetery, all personnel involved are responsible for safeguarding PE, which 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 MO. **(T-0)**.

13.35.2. The installation commander appoints a SCO.

13.35.3. The MO assists the installation commander in appointing a SCO, briefs the SCO on responsibilities and coordinates personal property shipment to the TPED or the JPED, as appropriate. **(T-0)**.

13.35.4. The SCO will collect, safeguard, and inventory the decedent's personal property. Property may be located in various locations, to include living and working quarters, laundry, a Medical Treatment Facility, etc. Coordinate with the MO to ship the decedent's property to the TPED or the JPED, as appropriate. **(T-0)**.

13.35.5. If the member dies in a medical treatment facility, medical personnel will release the remains and PE through the evacuation process. **(T-0)**.

13.36. Disposing of the Property and Funds of Deceased Persons.

13.36.1. The MO 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 TPED or the JPED, as appropriate. When the MO disposes of property, prepare three copies of the DD Form 1076. Place the original in the personal property container, keep a copy for the originating unit, and forward one copy directly to the TPED or the JPED, as appropriate. Do not send a copy to the next-of-kin.

13.36.3. Take cash and other financial instruments to the local Finance Office. **(T-0)**. 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 in accordance with the DoD Financial Management Regulation, Volume 5, Chapter 8. Refer to [paragraph 13.18.3](#) and [paragraph 13.18.4](#). **(T-0)**.

13.36.4. Place mutilated currency refused by the Defense Finance and Accounting Service in an envelope and send it with the personal property. **(T-1)**. Record the disposition action on the DD Form 1076, and forward the form with the currency. **(T-1)**.

13.37. Effects Disposition for Allied Dead.

13.37.1. Commanders secure and handle personal property and effects of allied deceased members the same way they would for U.S. military deceased. **(T-0)**. Exception: Do not pay for 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." **(T-0)**.

13.37.3. Send personal property to the TPED, which will work to return those effects back to the originating country representative as promptly as possible. **(T-0)**. If no TPED is established, coordinate with the Theater Mortuary Affairs Office for disposition or the command headquarters responsible for arranging disposition with the country concerned. **(T-0)**.

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. If military or civilian personnel are determined to be missing, detained or captured, the installation commander will assign a person to secure, inventory and ship property to the TPED or the JPED, as appropriate.

13.39. Return of a Missing Person. When a missing person returns, that person must submit a written request to the TPED or the JPED, depending on the 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. **(T-0)**.

Chapter 14

INSTALLATION CEMETERY MANAGEMENT

14.1. Installation Cemeteries Overview. This chapter applies to all cemeteries for which the Air Force has responsibility. This chapter and [Attachment 2](#), Air Force Cemetery Operational Standards and Measures, provide the guidance and direction for inspecting and maintaining installation cemeteries befitting national shrines, as described in 38 USC § 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 14.2](#), 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 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 the installation entry point to the cemetery and at the cemetery location, and the delineating of the cemetery property (e.g., fence).

14.1.2.4. For information on historical preservation, to check on the status or add the designation to a private or historical cemetery, contact the 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 (in accordance with Public Law 93-43, *National Cemeteries Act of 1973*). **(T-0)**.

14.2. AF/A1S. AF/A1S will prescribe policies relating to installation government cemetery functions.

14.3. Headquarters Air Force Directorate of Civil Engineers (AF/A4C). AF/A4C will initiate action for disposal (classified for other use or liquidated as part of a base closure) of cemeteries as separate entities. **(T-1)**.

14.4. AFMAO. AFMAO/CC will:

14.4.1. Be the Air Force representing member of the Cemetery Management Board. **(T-0)**. This office of the Secretary of Defense-level board is responsible for coordinating cemetery management policy and training guidance which focuses on industry standards and best practices, administrative and operational procedures, and recommendations on burial and memorialization service policy.

14.4.2. Coordinate with AF/A1SA on all policy matters. Administer operations, serving as installations' point of contact for field questions and policy guidance, in coordination with AF/A1S as required.

14.4.3. Coordinate with each installation Cemetery Responsible Official to ensure required training is scheduled and conducted on the first available class date after personnel are appointed as a Cemetery Responsible Official.

14.4.4. Coordinate with MAJCOM or FLDCOM 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 the inspecting MAJCOM or FLDCOM or Wing Inspector General (See [Attachment 2](#) for additional inspection guidance). **NOTE: Attachment 2**, Air Force Cemetery Operational Standards and Measures provides the standards, measures and targets for use in inspections as adapted from Army National Military Cemeteries directives.

14.5. Installation Commander. The installation commander will:

14.5.1. Authorize interments or reservations according to policies. **(T-0)**. This includes signature on the DAF Form 593, *Interment Record Installation Cemetery*. The installation commander may delegate this authority to authorize interments to the Mission Support Group commander, or designee. **(T-3)**.

14.5.2. Be responsible for approving any disinterment removal of remains and arranging re-interment (when possible, this action is coordinated with the PADD). **(T-1)**. Be responsible for government cemetery administration, operations and maintenance, with the local FSS providing day-to-day operational responsibility. **(T-1)**.

14.5.2.1. In coordination with CPTS and FSS use the Command Support Program Element Code ***34F to secure funds to operate and maintain cemeteries.

14.5.2.2. Maintain the administration, operations and maintenance records in accordance with the records disposition schedule. **(T-0)**.

14.5.3. Ensure private cemeteries are maintained when the government is specified in the conveyance, deed or Memorandum of Agreement (see [paragraph 14.14](#)). (T-2).

14.5.4. Procure small grave decorating flags and ensuring their placement for Memorial Day and removal thereafter. The installation commander will ensure all veteran 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 during the Memorial Day holiday to ensure visitors attending the graduation of cadets have the opportunity to visit the cemetery when the flags are in place. If graduation is before Memorial Day, they are in place on the Friday preceding graduation and are not removed until the Tuesday following Memorial Day. If graduation follows Memorial Day, the flags are in place the Friday preceding Memorial Day and are not removed until the following Monday. (T-3).

14.5.5. Budget and appropriate expenses involved in operations, maintenance, expansion (where permitted), and restoration of installation government cemeteries, including plans pertaining to real property maintenance of the installation. (T-2).

14.5.6. Ensure a Cemetery Responsible Official is designated for government cemeteries. (T-0).

14.5.7. Ensure family members or organizations associated with private cemeteries on installation property are assisted to gain access. (T-3).

14.5.8. Ensure the development of a cemetery local operating instruction, tailored to the local area, in accordance with [paragraph 14.6.6](#). (T-3).

14.5.9. Ensure the cemetery is inspected through the installation's Wing Inspection Team schedule annually. **NOTE: Attachment 2**, Air Force Cemetery Operational Standards and Measures, provides the standards, measures, and targets for use in inspections. (T-0).

14.5.10. Ensure interment records are maintained. (T-3).

14.6. FSS. The FSS commander or director will:

14.6.1. Appoint in writing a Cemetery Responsible Official for government cemeteries. (T-0). The Cemetery Responsible Official may be civilian or military member. **NOTE:** There is no minimum grade requirement, but this duty is typically given to someone in the FSS Readiness Office. Ensure Cemetery Responsible Official attends Unit-funded cemetery management training through Army National Military Cemeteries on first available date upon appointment. (T-0).

14.6.2. Assist family members and organizations with access, in accordance with Force Protection requirements, to all cemeteries, government and private, on installation property. (T-3).

14.6.3. 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).

14.6.4. Maintain a 100 percent records-to-graves verification at government cemeteries. (T-1).

14.6.5. Develop cemetery operating instructions, to include coordination with installation Civil Engineers for cemetery maintenance. Cemetery operating instructions should be tailored to the local area using standards identified in [Attachment 2](#), Air Force Cemetery Operational Standards and Measures, and this instruction as applicable, covering operational areas of interment, disinterment, removal and re-interment, grounds maintenance, headstones, markers, niche covers, equipment maintenance, and facilities and grounds maintenance. **(T-1)**.

14.6.6. Maintain cemetery self-inspection program covering ground maintenance, operations and administration using standards identified in [Attachment 2](#), Air Force Cemetery Operational Standards and Measures, and this instruction as applicable. **(T-3)**.

14.6.7. Be responsible to prepare and maintain a Memorandum of Understanding between the FSS and the Civil Engineer Squadron, or include in the installation Base Support Agreement, to formalize any cooperation and division of duties in the management and operations of cemeteries.

14.7. Base Civil Engineer. The 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 FSS and the Civil Engineer Squadron, or include in the installation Base Support Agreement, to formalize any cooperation and division of duties in the management and operations of cemeteries.

14.8. Cemetery Responsible Official. The Cemetery Responsible Official will:

14.8.1. The FSS commander or director will appoint the cemetery responsible office in writing. The Cemetery Responsible Official may be either a civilian or military member.

14.8.2. Attend unit-funded cemetery management training through Army National Military Cemeteries at the first class available. **(T-1)**. Cemetery Responsible Officer training will be completed a minimum of every three years. **(T-2)**. Contact AFMAO for course slots (AFMAO.XP.ReadinessDivision@us.af.mil).

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.

14.8.3.2. Ensure all interment and inurnment data and media is maintained utilizing the approved and designated electronic system.

14.9. Installation Government Cemeteries.

14.9.1. Eligibility. Verify eligibility through proof of service using the DD Form 214, DD Form 1300, DEERS or VA verification showing proof of honorable service or similar discharge documentation recording the individual's honorable discharge, grade and decorations. **(T-1)**. **NOTE:** Photographs of the decedent in military uniforms are not an acceptable form of proof of honorable service.

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 the 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. Honorably discharged veterans with an immediate family member (spouse, minor child) who had been interred in the cemetery at an earlier date. **(T-0)**. Veterans not covered by this instruction may qualify for burial in a VA cemetery.

14.9.1.2.3. The spouse, widow or widower, and minor children of the member identified in [paragraph 14.9.1.2.1](#). **(T-0)**. 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. Verify dependent status through DEERS or other suitable instrument.

14.9.1.2.4. An unmarried adult child incapable of self-support at the time of death because of a physical or mental condition. **(T-0)**. A request for interment at a desired installation cemetery must be sent to the installation commander. Verify dependent status through DEERS or other suitable instrument.

14.9.1.2.5. 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)**. Verify dependent status through DEERS or other suitable instrument.

14.9.1.2.6. Military prisoners who die while in DoD custody and are not claimed by the PADD of remains or other persons legally authorized to dispose of the remains. **(T-0)**.

14.9.1.2.7. Prisoners of war and interned aliens who die while under military control. **(T-0)**.

14.9.1.2.8. Unclaimed remains of indigents who have died on military installations but cannot be transferred to civil authorities. **(T-0)**.

14.9.1.3. The following persons are not eligible for burial in an installation cemetery: A father, mother, sister, brother, or in-law of a service member, even 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. **(T-1)**. This certificate is presented or promptly mailed to the Base MO. The certificate states, “This is to certify that in consideration of the interment of the remains of my (spouse and/or 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. **NOTE:** US Air Force Academy maintains a children’s section.

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 in the space reserved for burial of the service member.

14.11. Reserving Gravesites. Request right to second or third interment in same space or 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. Cemetery Responsible Official will contact reservation holder every two years for adjoining or additional gravesite reservations to verify reservation, using [Figure 14.1](#) Reservation Contact Memorandum Template and retain a copy in cemetery case file. **(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 #31 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 #31 Force Support Squadron		

14.12. Disposal. When feasible, installation cemeteries are disposed of according to the provisions of DAFI 32-9004, *Disposal of Real Property*. Normally, the General Services Administration accomplishes disposal by transfer to a state, county, municipality, or other proper agency or by removal and re-interment of remains in a government, private, or public cemetery or by transfer of custody to the PADD or other relatives. Once a cemetery disposal is complete, it cannot be reacquired without prior approval of an acquisition request as outlined in DAFI 32-9001, *Acquisition of Real Property*. (T-1).

14.13. Record and Reports. The FSS 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 DAF Form 593, is prepared, as well as additional documents listed in [paragraph 14.15.1.2](#) 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 FSS in accordance with DAFI 33-322. 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 DAFI 33-322 and associated records disposition schedule.

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 [Attachment 2](#), Air Force Cemetery Operational Standards and Measures and in the following paragraphs:

14.14.1. 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. **(T-3)**. 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.

14.14.2. Maintain all roads and walkways in a manner that protects the government investment. **(T-3)**. Keep them in safe condition. Remove animal waste and apply dust palliatives to roads and walkways where necessary. **(T-3)**.

14.14.3. Maintain structures, including buildings, walls, fences, gates, and flagpoles to ensure stability. **(T-3)**. The necessity for repainting cemetery structures is determined on the basis of preservation and appearance. Repair fences when they are broken. **(T-3)**.

14.14.4. 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 are beyond repair. **(T-3)**. Reset and realign headstones when necessary (such as in the event of sunken graves) to maintain uniformity of appearance and arrangement. **(T-3)**. Headstones that are no longer useable must be disposed of in a manner that prevents reuse. **(T-3)**.

14.14.5. Maintain water distribution systems as necessary to provide a supply of water adequate to meet requirements for the cemetery. **(T-3)**.

14.14.6. 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 and ground maintenance schedule. **(T-3)**.

14.14.7. Do not initiate new construction work at government cemeteries without prior approval from AFMAO. **(T-3)**. Improvements, alterations, or extensions to existing facilities are only authorized with approval from AFMAO. **(T-3)**. 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)**.

14.14.8. Maintain signage for military and private cemeteries in convenient, noticeable locations. **(T-3)**. 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)**.

14.14.9. 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.

14.14.10. 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 [paragraph 14.1.2](#).

14.15. Administering Government Cemetery Operations.

14.15.1. Record and Reports. The Cemetery Responsible Official must maintain one hundred percent of grave registrations; a complete record of interments in installation government cemeteries. **(T-1)**. In the event of a new burial (interment or inurnment), the AF Form 593, will be prepared. **(T-1)**. The original is filed for record electronically and, if applicable, is placed in the mortuary case folder. All records are maintained electronically, with periodic backups, in accordance with DAFI 33-322. 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 DAFI 33-322. **(T-2)**.

14.15.1.1. Cemetery interment records, documented on the DAF Form 593 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 will include a geospatial mapping of the grave site, digital photo records of each vault and lid, casket or urn, and headstone at the grave site, death certificate or DD Form 1300, a verified cremation certificate (if applicable), a DD 214 (if retired or veteran), DAF Form 593, PADD and PNOK contact information, and documentation of decedent chain of custody marked in the Remarks section of DAF Form 593. **(T-0)**. In addition, a copy of VA Form 40-1330 must be marked submitted with the date of submission and then annotated with the date of arrival of the headstone. **(T-0)**. **NOTE:** Acceptable eligibility records in lieu of DD-214 are DD Form 1300, DEERS or VA verification showing proof of honorable service or similar discharge documentation recording the individual's honorable discharge, grade and decorations. Photographs of the decedent in military uniforms are not an acceptable form of proof of honorable service.

14.15.1.3. All interment and inurnment data and media will be maintained utilizing the approved and designated electronic system.

14.15.2. Headstones. Military headstones are only authorized from the Department of Veterans Affairs, via VA Form 40-1330. The Cemetery Responsible Official 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 60 days of interment, but must be placed no later than 180 days following interment. **(T-2)**. Extensions may be granted by the Cemetery Responsible Official on a case-by-case basis. The Cemetery Responsible Official 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).

14.15.2.4. Headstones, markers, and niche covers are photographed and geospatial location is captured within five working days of installation.

14.15.3. Property Logs of Cemetery Equipment. Track and maintain cemetery property in accordance with DAFI 23-101, *Material Management Policy*. If equipment is maintained by organization outside of the FSS, along with Cemetery Responsible Official responsibilities, a 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. **(T-0)**. 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. **(T-0)**. The cemetery flag will not be flown at half-staff except for funerals and as provided in DoDI 1005.6, *Display of the National Flag at Half-staff*.

14.15.6. Chain of custody requirements. Cemetery Responsible Officials 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. **(T-3)**. Chain of custody will be documented on the DDAF 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	
ACTIVE	INACTIVE	ACTIVE	INACTIVE
United States Air Force Academy	N/A	Fairchild AFB, WA	Volk Field,
		F.E. Warren AFB, WY	
		Offutt AFB, NE	
HISTORICAL AND PRIVATE CEMETERIES			
(Included for reference as listed in paragraph 14.1.2.)			
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			

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

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, 22 November 1943

Title 5, United States Code, *Government Organization and Employees*

Title 5, United States Code Section 5742, *Transportation of Remains, Dependents, and Effects; Death Occurring Away From Official Station or Abroad*

Title 10, United States Code Section 823, Article 23, *Who May Convene Special Courts-Martial*

Title 10, United States Code Section 1084, *Determinations of Dependency*

Title 10, United States Code Section 1085, *Medical and Dental Care From Another Executive Department Reimbursement*

Title 10, United States Code Section 1086, *Contracts for Health Benefits for Certain Members, Former Members, and Their Dependents*

Title 10, United States Code Section 1481, *Recovery, Care, and Disposition of Remains; Decedents Covered*

Title 10, United States Code Section 1482, *Expenses Incident to Death*

Title 10, United States Code Section 1491, *Funeral Honors Functions at Funerals for Veterans*

Title 10, United States Code Section 1501, *System for Accounting for Missing Persons*

Title 10, United States Code Section 1588, *Authority to Accept Certain Voluntary Services*

Title 10, United States Code Section 9013, *Secretary of the Air Force*

Title 10, United States Code Section 9712, *Disposition of Effects of Deceased Persons by Summary Court-Martial*

Title 10, United States Code Section 12503, *Ready Reserve: Funeral Honors Duty*

Title 32, United States Code, *National Guard*

Title 32, United States Code Section 115, *Funeral Honors Duty Performed as a Federal Function*

Title 37, United States Code Section 401, *Definitions*

Title 38, United States Code Section 2401, *Advisory Committee on Cemeteries and Memorials*

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Title 44, United States Code Section 3501, *Purposes*

Public Law 93-43, *National Cemeteries Act of 1973*

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DoD 7000.14-R, Volume 5, DoD Financial Management Regulation, *Disbursing Policy*, July 2021

DoD 7000.14-R, Volume 7a, DoD Financial Management Regulation, *Military Pay Policy – Active Duty and Reserve Pay*, April 2021

DoDD 1300.22, *Mortuary Affairs Policy*, 30 October 2015

DoDI 1100.21, *Voluntary Services in the Department of Defense*, 27 March 2019

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 1300.29, *Mortuary Affairs Program*, 28 June 2021

DoDI 1005.6, *Display of the National Flag at Half-staff*, 17 July 2015

DoDI 2310.05, *Accounting for Missing Persons– Boards of Inquiry*, 31 January 2000

DoDI 4515.13, *Air Transportation Eligibility*, 22 January 2016

AFPD 10-25, *Air Force Emergency Management Program*, 23 April 2019

AFPD 34-1, *Air Force Services*, 11 October 2018

AFI 10-2501, *Emergency Management Program*, 10 March 2020

AFI 23-101, *Materiel Management Policy*, 22 October 2020

AFI 24-302, *Vehicle Management*, 21 February 2020

AFI 32-9001, *Acquisition of Real Property*, 28 September 2017

AFI 32-9004, *Disposal of Real Property*, 24 September 2018

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

AFI 34-1201, *Protocol*, 18 August 2020

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 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, *Installation Contracting*, 9 June 2020

AFI 64-117, *Government Purchase Card Program*, 22 June 2018

AFI 90-201, *The Air Force Inspection System*, 20 November 2018

AFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020

AFMAN 36-2100, *Military Utilization and Classification*, 7 April 2021

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 30 July 2020

AFMAN 34-240, *Appropriated Fund (APF) Food Service Program Management*, 19 April 2019

AFPAM 34-504, *Escorting Deceased Air Force Military Personnel*, 9 May 2019

DAFI 11-209, *Participation in Aerial Events*, 20 May 2021

DAFI 31-101, *Integrated Defense*, 25 March 2020

DAFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, 7 February 2020

DAFI 33-360, *Publications and Forms Management*, 1 December 2015

DAFI 36-3002, *Casualty Services*, 4 February 2021

DAFI 91-204, *Safety Investigations and Reports*, 10 March 2021

DAFI 36-2654, *Combat Arms Program*, 16 April 2020

DAFMAN 36-2905, *Air Force Physical Fitness Program*, 11 December 2020

USAFA Instruction 34-501, *Using the USAF Academy Cemetery*, 13 November 2018

Quadripartite Standardization Agreement (QSTAG) number 655 Edition 2, *Handling of Deceased Personnel in an Area of Operations*, 5 September 1996. Publication is considered a controlled distribution document, which can be requested from

https://quicksearch.dla.mil/qsDocDetails.aspx?ident_number=97575

Prescribed Forms

DAF Form 57, *Mortuary Guide*

DAF Form 507, *Agreement for Burial*

DAF Form 593, *Interment Record- Installation Cemetery*

DAF Form 969, *Request for Payment of Transportation Expenses for Deceased Dependent of Retiree*

DAF Form 1946, *Honor Guard Checklist*

DAF Form 1947, *Escort Report*

DAF Form 1954, *Environmental Compliance Requirements*

Adopted Forms

AF Form 9, *Request for Purchase*

AF IMT 40B, *Record of Individual Military Funeral Honor Duty*

AF Form 55, *Employee Safety and Health Record*

AF Form 847, *Recommendation for Change of Publication*

DD Form 93, *Record of Emergency Data*

DD Form 139, *Pay Adjustment Authorization*

DD Form 214, *Certificate of Release or Discharge from Active-Duty*

DD Form 565, *Statement of Recognition of Deceased*

DD Form 1075, *Chain of Custody for Transportation of Remains and Personal Effects of Deceased Personnel*

DD Form 1076, *Record of Personal Effects of Believed to be (BTB) Deceased*

DD Form 1077, *Collection Point Register of Deceased Personnel*

DD Form 1131, *Cash Collection Voucher*

DD Form 1173, *Uniformed Services Identification and Privilege Card*

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*

Optional Form (OF) 346, *US Government Motor Vehicle Operator's Identification Card*

DD Form 2793, *Volunteer Agreement for Appropriated Fund Activities and Non-Appropriated Fund Instrumentalities*

DD Form 3045, *Statement of Disposition of Military Remains*

DoDCIO/OUUSD (P&R), *Armed Forces of the United States Geneva Conventions Identification Card*

DODM 4500.36, *Acquisition, Management, and use of DoD Non-Tactical Vehicles, 20 December 2018*

VA Form 27-2008, *Application for United States Flag for Burial Purposes*

VA Form 40-10190, *Funeral Honors Providers Certification Form*

VA Form 40-1330, *Claim for Standard Government Headstone or Marker*

Standard Form (SF) 1034, *Public Voucher for Purchases and Services Other than Personal*

Abbreviations and Acronyms

AFB—Air Force Base

AFFF—Air Force Families Forever

AFMAN—Air Force Manual

AFMAO—Air Force Mortuary Affairs Operations

AFMES—Armed Forces Medical Examiner System

AFOSI—Air Force Office of Special Investigations

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFROTC—Air Force Reserve Officer Training Corps

AFSVC—Air Force Services Center

AF/A1—Headquarters Air Force, Manpower, Personnel and Services

AF/A1S—Air Force Services

AF/A3O—Headquarters Air Force, Current Operations

AF/A4C—Headquarters Air Force, Directorate of Civil Engineers

AF/RE—Headquarters Air Force Reserve

AOR—Area of Responsibility

AP3—Authorized Provider Partnership Program

APF—Appropriated Fund

BHG—Base Honor Guard

BPA—Blanket Purchase Agreement

BNR—Body Not Recovered

CAR—Casualty Assistance Representative

CONUS—Continental United States

CPTS—Comptroller Squadron

CSAF—Chief of Staff of the Air Force

CSO—Chief of Space Operations

DAFI—Department of Air Force Instruction

DCIPS—Defense Casualty Information Processing System

DEERS—Defense Enrollment Eligibility Reporting System

DoD—Department of Defense

DoDD—Department of Defense Directive

DODI—Department of Defense Instruction

DT—Dignified Transfer

DTS—Defense Travel System

DUSTWUN—Duty Status Whereabouts Unknown

FAR—Family Assistance Representative

FLDCOM—Field Command

FSS—Force Support Squadron

GSU—Geographically Separated Units

HG—Honor Guard

JA—Judge Advocate

JPED—Joint Personal Effects Depot

JTR—Joint Travel Regulation

MACP—Mortuary Affairs Collection Points

MAJCOM—Major Command

MARTS—Mortuary Affairs Remains Tracking System

MFH—Military Funeral Honors

MilAir—Military Aircraft

MO—Mortuary Officer

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MPF—Military Personnel Flight

MT—Mortuary Technician

NAF—Non-Appropriated Funds

NGB—National Guard Bureau

NCOIC—Non Commissioned Officer-in-Charge

NSN—National Stock Number

OCONUS—Outside the Continental United States

OIC—Officer-in-Charge

OL-E—AFMAO Operating Location Europe

OL-P—AFMAO Operating Location Pacific
OPR—Office of Primary Responsibility
PACAF—Pacific Air Forces
PADD—Person Authorized to Direct Disposition
PERE—Person Eligible to Receive Effects
PNOK—Primary Next-of-Kin
POW—Prisoner of War
PPE—Personal Protective Equipment
PWS—Performance Work Statement
QSTAG—Quadripartite Standardization Agreements
SCMCA—Special Court Martial Convening Authority
SCO—Summary Courts Officer
SecAF—Secretary of the Air Force
SJA—Staff Judge Advocate
S&R—Search and Recovery
TJAG—The Judge Advocate General
TMEPs—Theater Mortuary Evacuation Points
TPED—Theater Personal Effects Depot
USAFA—United States Air Force Academy
USC—United States Code
USO—United Services Organizations
VA—Veterans Affairs
VSO—Veterans Service Organization

Terms

Authorized Provider Partnership 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 MFH. In addition, these volunteers will be reimbursed for their expenses. Department of Defense Instruction (DoDI) 1300.15, authorizes inclusion, training, and reimbursement of expenses for the authorized providers. If the organization members are (Title 10, USC §1588, *Authority to accept certain voluntary services*) volunteers to the DAF, they must complete DD Form 2793, *Volunteer Agreement for Appropriated Fund Activities and Non-Appropriated Instrumentalities*, and are entitled to the tort protections under DoDI 1100.21, *Voluntary Services in the Department of Defense*.

Capital Crime—Any criminal charge which is punishable by the death penalty (or equivalent).

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 Enrollment Eligibility Reporting System—The DoD system to track eligibility of military members and their dependents.

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.”

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 or Guardian that died in the incident whose individual identified remains are incomplete for the Department of the Air Force to participate. Or there was at least one Airman or Guardian involved in the incident and none of the remains have been identified to the Airman or Guardian, thereby resulting in the inability to exclude the likelihood that a portion or portions of the Airman or Guardian 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 (Title 10, USC § 1501, *System for accounting for missing persons*). The Staff Judge Advocate rules on questionable cases.

Performance Work Statement (PWS)—For the purposes of this publication, the Department of 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. Personal effects are not treated in the same manner as personal property. Personal effects usually are shipped with the remains or directly to the authorized recipient. The SCO disposes 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 and 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.), cash, 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.

Pertinent Oversight Authority—An agency responsible for the management and oversight of a program or functional area. Responsibilities can include managing and organizing personnel, equipment, training, and policy (i.e. continual evaluation).DAFI 90-201Air Force Inspection System.

Privately Owned Vehicle—A privately owned conveyance primarily used to carry passengers (not to exceed a 9-passenger capacity) such as sedans, sport utility vehicles, vans, trucks, motorcycles, camper conversions, and other similar types of vehicles (refer to Joint Travel Regulation).

Pseudo Social Security Number—A system generated number used to track foreign military members traveling on international travel orders. This number will have no merit within the United States Social Security Administration.

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 Procedures—Established or prescribed methods followed routinely for the performance of designated operations or in designated situations.

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, PNOK, or sponsor.

Attachment 2

**AIR FORCE CEMETERY ORGANIZATIONAL INSPECTION CHECKLIST,
STANDARDS AND MEASURES**

A2.1. Operational Standards and Measures Overview. This document sets forth the Air Force's standards for performance in the key cemetery operational areas of interments, grounds maintenance, headstones, markers, niche covers, equipment maintenance, and facilities maintenance as adapted from the Secretary of the Army Standards and Measures. The standards and measures in this document are considered goals and requirements for the performance of key operational processes. The purpose of these standards is to provide guidance and direction for maintaining national cemeteries as the shrines they are intended to be and as defined below. Colors associated with the target measures indicate threshold for compliance. Green means fully compliant, Amber is partially compliant and Red is non-compliant according to the percentage indicated.

Table A2.1. Operational Standards and Measures.

Number	Task	Standard	Target Measure	Cemetery Results
PROCESSING APPLICATIONS AND SCHEDULING INTERMENTS				
A1	Cemetery Responsible Official trained and on appointment letter.	CROs must be a U.S. federal government employee (civilian or military) and appointed in writing by the commander responsible for the cemetery. CROs are trained and certified by ANMC/ANC on next available course date.	Green: 100% Red: < 100%	
A2	CRO provides burial eligibility requirements to PNOK.	CROs verify PADD and/or PNOK. CROs provide eligibility documentation requirements to PADD and/or PNOK within one working day of interment request.	Green: 100% Red: < 100%	
A3	CRO determines burial eligibility.	CRO's provide eligibility determination to PNOK and/or PADD within 5 working days of receipt of all eligibility documentation. CROs make 100% accurate eligibility determination.	<u>Accuracy:</u> Red if <100% <u>Timeliness:</u> Green: 95% within 5 days Amber: 90-94% within 5 days Red: < 90% within 5 days	

A4	CRO provide responsive support to families in the “pre-service” phase.	CRO's coordinate and conduct interment services NLT two weeks from date of eligibility determination or based on family preferences if desired at a later date.	Green: 90% within 2 weeks Amber: 85-89% within 2 weeks Red: < 89% w/in 2 weeks	
		Coordinate and schedule military honors and funeral services for all new burial requests within specified timelines. Casketed Remains - less than two weeks from eligibility determination. Cremated Remains - less than 45 days from eligibility determination.	Green: 90% Amber: 85-89% Red: < 85% of timelines associated with casketed or cremated remains	
A5	CRO obtains death certificate and cremation certificates from families or PNOK prior to interment.	Death certificates (or other dispositive document, i.e. burial or transit permit) and cremation certificates, if applicable, are received by the CRO prior to interment. Interments do not proceed without these documents. Families validate in writing that the urn contains 100% of the decedent's cremated remains received from the crematorium.	Green: 100% Red: < 100%	
A6	CRO enforces chain of custody for all casketed and cremated remains.	CROs ensure verifications and documentation completed to establish and maintain an absolute positive chain of custody of all casketed or cremated remains from initial receipt to final disposition using DAF Form 593	Green: 100% Red: < 100%	
A7	CRO enforces use of casket or urn tag and uploading of digital photographs of casket or urn tag.	CRO's ensure casket or urn tag is permanently affixed to the container prior to interment.	Green: 100% Red: < 100%	
		Digital photos of remains container and tag are uploaded in and maintained with the decedent's digital interment record.	Green: 97% Red: < 97%	

INTERMENT OPERATIONS				
B1	CROs or representatives conduct services professionally, with dignity, and compassion for the decedent and loved ones.	CROs (or designee) personalize all interactions with families (all representatives offer condolences at first opportunity, use family name during all announcements, and personally attend burial services in cemeteries).	Green: 98% Red: < 98%	
B2	CROs provide family members and visitors telephonic and virtual feedback mechanisms to ensure continual improvement to the care and maintenance of the cemetery and support to families.	Cemetery offers feedback mechanism to PNOK and families. All negative feedback receives a response (100% Compliance).	Green: Both a virtual and manual feedback process in place and CRO replies to 100% of responses with negative feedback. Amber: Only one method for feedback in place and CRO replies to 100% of negative feedback. Red: No feedback mechanism in place or < 100% response rate to negative feedback.	
B3	Maintain a Cremated Remains Storage Area (CRSA).	Cremated remains are properly stored and marked when put in temporary storage. CRSA is a dignified, secure, locked, and climate controlled temporary storage vehicle. CRSA actions are properly documented.	Green: 100% Red: < 100%	

		CRSA inventoried daily when cremated remains stored.		
B4	CROs assume custody and verify all caskets and urns are accurately placed.	All caskets and urns are checked, properly tagged, placed in the correct gravesite undamaged and transfer of custody is captured on the DAF Form 593. CROs ensure the geospatial location of the grave or niche using the GIS map and referencing three known burial locations, ensuring all information matches and the grave numbers of adjacent graves are annotated on the temporary marker.	Green: 100% Red: < 100%	
B5	CROs ensure grave liners and urn liners appropriately marked.	All liners will be marked. Gov't provided liners must be marked on the inside and outside with the section and grave number with permanent paint or indelible ink.	Green: 100% Red: < 100%	
B6	Gravesites are properly excavated.	Excavation of gravesites is done in accordance with local guidance - dependent on type of burial.	Green: 100% Red: < 100%	
B7	Graves are properly closed, tamped, and groomed by the end of the duty day.	Closed gravesites are level with the surrounding terrain, tamped, squared, raked smooth, and made ready for the application of seed or sod.	Green: 100% with closing same day. Amber: 95% with tamping, raking, and grooming. Red: anything less than above standards.	
B8	Gravesites are properly marked by the end of the duty day.	Daily interment or inurnment sites are marked with a correct and aligned temporary marker before the close of business each day.	Green: 100% Red: < 100%	

B9	Government markers (headstones or niche covers) are ordered in a timely manner.	Government markers (headstones or niche covers) have a PNOK or PADD signed and approved inscription and are placed on order with VA not earlier than 14 days from date of interment.	Green: 100% Red: < 100%	
<u>GROUNDS MAINTENANCE OPERATIONS</u>				
C1	Cemetery maintains a Cemetery Grounds Management Plan (CGMP).	The CRO shall develop a Cemetery Grounds Management Plan (CGMP) that includes all maintenance activities and schedules for the maintenance of the cemetery grounds. The CGMP shall be reviewed and updated annually.	Green: 100% Red: < 100%	
C2	Maintain cemetery turf to acceptable standards.	Visually prominent areas shall be generally weed free.	Green: Yes Red: No	
		Visually prominent areas shall be generally free of bare areas.	Green: Yes Red: No	
		Grass will be cut, as necessary, to maintain the height within one inch above the range recommended for the species of the turf according to the Cemetery Grounds Management Plan.	Green: Yes Red: No	
C3	Cemeteries without turf have their mediums maintained to acceptable standards.	Headstones and markers with sand or gravel surrounding them are kept generally weed free.	Green: Yes Red: No	
		Burial areas are kept raked and groomed.	Green: Yes Red: No	
C4	Visually prominent areas of cemeteries are maintained free of debris, e.g. leaves, fallen branches and trash.	All prominent areas are free of debris, e.g. leaves, fallen branches and trash.	Green: Yes Red: No	

C5	Gravesites are graded properly.	The grading of gravesites blends in with adjacent grade levels with no sunken graves present.	Green: 95% Red: < 95%	
C6	Maintain trees and shrubs.	Trees and shrubs are maintained so that they enhance and do not detract from the appearance of public areas. Trees should be free from pests and insects. Dead, broken, or dying branches should be removed to prevent safety hazards.	Green: Yes Red: No	
C7	Maintain planting beds.	Cemetery planting beds are well maintained, attractive and are compatible with the geographic region.	Green: Yes Red: No	
C8	Floral policies posted in prominent areas.	CROs will post their local floral policy at prominent sites within their cemeteries to inform visitors and enable compliance.	Green: Yes Red: No	
C9	First-interment areas "disciplined evolution."	The assignment of gravesites in first interment areas will appear as a disciplined evolution.	Green: Yes Red: No	
<u>HEADSTONES, MARKERS AND NICHE COVER OPERATIONS</u>				
D1	Headstones and niche covers are properly inscribed.	Inscription data as verified against authoritative records is accurate and complete.	Green: 99% Red: < 99%	
D2	Marking graves with permanent markers.	Cemetery graves with government markers are permanently marked within 60 days of date of interment.	Green: > 97% within 60 days Amber: 80-97% within 60 days Red = < 80% within 60 days	
D3	Maintaining headstones, footstones, and niche covers.	Headstones, footstones and niche covers are clean, free of debris and objectionable accumulations.	Green: > 97% Amber: 80-97% Red: < 80%	

D4	Headstones are replaced as required.	Cemetery has no markers which are badly damaged, illegible, stolen or vandalized. CROs remove badly damaged, illegible, or vandalized markers, emplace a temporary marker, and reorder replacement headstones (to include replacement in kind). CRO provides evidence that new permanent markers are on order.	Green: > 91% Amber: 80-91% Red: < 80%	
D5	Maintaining height of headstones or markers.	Government headstones are installed and maintained to be uniform in height (24-26 inches) from the finished grade to the top of the arc and installed to ensure a pleasing top line while compensating for ground contours.	Green: 92% Red: < 92%	
D6	Maintaining the alignment of headstones and markers.	Headstones and markers are aligned laterally, transversely, and diagonally with the headstones at other graves (exceptions provided for older sections which pre-dated the transverse and diagonal alignment standard).	Green: 92% Red: < 92%	
D7	Maintaining the plumb of headstones and markers.	Government markers and headstones are vertically and laterally plumb (90 degree perpendicular - using a level).	Green: 92% Red: < 92%	
D8	Maintaining Niche covers.	Government niche covers are installed to be flush with the wall, horizontally and vertically aligned with other covers and properly emplaced using rosettes or security screws.	Green: 92% Red: < 92%	
D9	CROs ensure geospatially marked and digital photograph documentation of headstones, markers, and niche covers.	Headstones, markers, and niche covers are photographed and geospatial location is captured within 5 working days of installation.	Green: 96% Red: < 96%	

<u>EQUIPMENT</u>				
E1	Government owned cemetery equipment is maintained in good, functional condition.	Where applicable, all equipment maintenance activities and schedules will be in accordance with DAFI 23-101.	Green: Yes Red: No	
<u>FACILITIES</u>				
F1	CROs properly maintain restrooms.	Restrooms (if applicable) are clean, functional, sanitary and appropriately supplied (e.g., soap, paper towels, hand dryer, and toilet paper).	Green: Yes Red: No	
F2	CROs properly maintain facilities.	Building and structures are well maintained and are acceptable for their functional use. Roads, parking lots, curbs, walks, paths, entry features and perimeter walls and fences are well maintained and are acceptable for their functional use.	Green: Yes Red: No	
F3	Cemeteries maintain working cemetery maps and gravesite layouts.	The locations of utility lines will be included within the general cemetery maps as well as gravesite layout plans.	Green: working and GIS maps show clear evidence of being kept current with interments and depict utility lines as required. Red: evidence that working and GIS maps are not keeping pace with interments or do not adequately mark interments.	

F4	Cemetery signage will contain all elements of minimum information as defined in DDAFI 34-501.	Commanders responsible for their cemeteries will establish visitor policies in accordance with the unique location, operational demands, and needs of their communities. Commanders will ensure all policies related to visitor activities promote proper decorum befitting the final resting places of our nation's heroes.	Green: Yes Red: No	
F5	Cemeteries display the flag properly.	Flags will be displayed each day during the hours the gates are open. The flag will not be flown at half-staff except for funerals and as provided for in DODI 1005.6 and DAFI 34-1201, <i>Protocol</i> .	Green: Yes Red: No	
<u>INTERMENT RECORD KEEPING</u>				
G1	Maintain appropriate burial records.	Digital Record contains the following accurate data: 1. Cemetery unique identifier 2. Installation code, as applicable 3. Site unique identifier, as applicable 4. Cemetery parcel identifier, as applicable 5. Cemetery name 6. Interment type 7. Grave section identifier, as applicable 8. Grave row identifier, as applicable 9. Grave headstone marker identification, as applicable 10. Court identifier, as applicable 11. Columbarium section, as applicable 12. Columbarium row, as applicable 13. Status update 14. First name 15. Middle name 16. Surname	For the representative sample of records inspected: Green: 95% Red: < 95%	

<p>G2</p>	<p>CRO obtains and maintains appropriate supporting documentation records.</p>	<p>The following documents scanned and uploaded to the accountability system of record:</p> <ol style="list-style-type: none"> 1. DD Form 214 or other eligibility document 2. Death certificate or Burial Permit of decedent 3. Cremation certificate if applicable 4. AF Form 593 5. Other service-related documents, e.g. service information, awards, promotions. 6. Photograph of casket or urn and tag 	<p>Since last inspection. Green: 95% of interments have all required documentation . Amber: 90-94% have all required documentation Red: < 90% have all required documentation</p>	
<p>SAFETY</p>				
<p>H1</p>	<p>Cemeteries establish and execute appropriate cemetery safety measures.</p>	<p>Safety measures are in place to systemically address safety issues. Measures related to Personal Protective Equipment, excavation and opening or closing of graves, shielding and shoring, and handling of grave markers are addressed in cemetery standard operating procedures and adhered to in operations.</p>	<p>Green: Yes Red: No</p>	