

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND  
INSTRUCTION 36-2641**



**24 SEPTEMBER 2020**

**Personnel**

**AIR FORCE RESERVE YELLOW  
RIBBON PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development*, provides guidance from DoDI 1342.28, *DoD Yellow Ribbon Reintegration Program (YRRP)*, and establishes procedures and instructions for the Air Force Reserve Yellow Ribbon Program and applies to all Air Force Reserve Command (AFRC) units. This instruction provides guidance for ensuring the continuity of care for deploying Airmen and their support systems throughout the deployment cycle. This instruction does not apply to the Air National Guard Units. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) *Compliance with the attachments in this publication is mandatory*. Refer recommended changes, comments, or questions about this publication to the Office of Primary Responsibility (OPR) at Headquarters Air Force Reserve Command (HQ AFRC/A1R), 155 Richard Ray Blvd, Bldg. 210, Robins AFB GA 31098-1635, using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional’s chain of command. This publication cannot be supplemented. Submit requests for waivers through the chain of command to the Publication OPR for non-tiered compliance items.

***SUMMARY OF CHANGES***

This document has been substantially revised and needs to be completely reviewed. Major changes include established changes in eligibility requirements

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**1. Air Force Reserve Yellow Ribbon Program.**

1.1. The Air Force Reserve (AFR) Yellow Ribbon Program (YRP) office is tasked to organize and coordinate this program throughout the Command. Activities include identifying and contacting all Air Force Reservists who have been called to active duty in support of a deployment for 90-days or more during a 24-month period, resulting in 50% separation from their support systems, and hold a Yellow Ribbon Event for the service members and/or their support systems. The purpose of the YRP Event is to inform, educate, assist, and honor the Airmen and their support systems.

1.2. AFR Yellow Ribbon Events are designed with the following goals.

1.2.1. Educate service members and/or their support systems on their benefits before, during, and after deployment.

1.2.2. Ensure the readiness of the member, family member, and employers for the rigors of deployment and the challenges of family separation. Provide referrals to resources and helping agencies that will address issues in a proactive manner in order to build resilience and knowledge.

**2. Roles and Responsibilities.**

2.1. Commander, Air Force Reserve Command (AFRC/CC).

2.1.1. Delegates responsibilities to the Director of Manpower, Personnel and Services (HQ AFRC/A1) as the office of primary responsibility (OPR) for providing policy oversight and guidance for the Air Force Reserve (AFR) Yellow Ribbon Program (YRP).

2.1.2. Delegates Secretarial Process authority to all AFRC NAF and Wing Commanders and MAJCOM Directors (which are O-6/GS-15 and higher), to approve more than 2 designated individuals per service member to attend Yellow Ribbon Program Events.

2.2. Director of Manpower, Personnel and Services (HQ AFRC/A1).

2.2.1. Provides oversight of regulatory policy, strategic direction, and corporate leadership for the YRP.

2.2.2. Provides oversight of established performance standards.

2.3. Manager, Air Force Reserve Yellow Ribbon Program (AFR YRP).

2.3.1. Plans, organizes, manages, controls, and directs the AFR YRP ensuring compliance with applicable rules, regulations, guidelines, and other appropriate directives.

2.3.2. Prepares detailed fiscal planning and programming reports and integrates requirements into the Overseas Contingency Operations funding or Program Objective Memorandum (POM).

2.3.3. Reviews and coordinates with HQ Air Force staff offices, Office of the Assistant Secretary of Defense, other government agencies, services, and military components to effectively support the YRP mission.

2.3.4. Prepares and presents briefings regarding the YRP for AFR leadership, OSD, Air Staff, and members of Congress.

2.3.5. Submit annual report, as required by SAF/MRM Delegation Memo, by 30 January to identify prior year authorizations and approvals pursuant to the Secretarial Process delegation and defined circumstances. The report must include the requirements outlined in the AF/MRM Delegation Memo dated 18 August 2017 ([Attachment 4](#)).

2.3.6. Evaluates the YRP to ensure consistency with the program's vision, mission, objectives, requirements, compatibility with various program and legislative constraints, and with congressional intent.

2.3.7. Evaluates program effectiveness.

2.3.8. Promotes collaboration and participation by the Services and Components, other OSD departments, and all other service and support agencies to reinforce the YRP mission.

2.3.9. Identifies, assesses, and records short-term, medium and long-term YRP needs, technology, and system solutions.

2.3.10. Coordinates with Wing Commanders to identify, train, and activate YRP Wing representatives at actively deploying bases.

2.3.11. Ensures Chaplain support for events.

2.3.12. Ensures PHAP Manager support for events.

2.3.13. Assists geographically separated units, Active Guard Reserve (AGR) personnel, and Individual Reservist (IR) in locating and attending events.

2.3.14. Reviews and approves waivers as required.

2.4. Operations Officer, Yellow Ribbon Program (AFR YRP).

- 2.4.1. Supervises all operations activities.
- 2.4.2. Develops Performance Work Statements (PWS) for contracts as required and monitors compliance.
- 2.4.3. Advises HQ Event Managers and/or YRP Wing representatives on all events and monitors their progress to include budgets, agenda, and waivers.
- 2.4.4. Attends YRP events as needed to provide assistance; evaluates events and suggests/implements/monitors improvements.
- 2.4.5. Coordinates with appointment of wing representatives.
- 2.4.6. Assists in selection of event venues.
- 2.4.7. Submits requirement requests to resource advisor for events.
- 2.4.8. Supervises all shipment of supplies to and from event venues.
- 2.4.9. Receives and monitors Wing Quarterly Eligibility/Participation Reports.
- 2.4.10. Reviews and approves waivers as required.
- 2.4.11. Develops/updates directives.
- 2.4.12. Represents AFR program manager in his/her absence.

2.5. HQ Event Manager, Yellow Ribbon Program (AFR YRP).

- 2.5.1. Coordinates and directs YRP Wing representatives on event requirements to include budgets, agendas, and waivers.
- 2.5.2. Ensures YRP Program Manager and staff are informed of YRP Wing activities.
- 2.5.3. Coordinates with YRP Resource Advisor in transferring funds to Wings, Readiness Integration Organization (RIO), and AGR units.
- 2.5.4. Provides YRP event schedule to all AFR YRP Wing representatives and others as needed.
- 2.5.5. Conducts site visits of proposed event venues.
- 2.5.6. Coordinates with Event Planning Contractor on event requirements (rooms, food, space allocation, Wi-Fi, guest rooms, childcare, etc.).
- 2.5.7. Ensures required materials are shipped to the event as needed.
- 2.5.8. Assists with YRP Wing representative training.
- 2.5.9. Ensures standardization of program across command by working with other HQ Event Managers.
- 2.5.10. Develops guidance for the program as needed.
- 2.5.11. Researches new programs that might benefit Airmen and/or their support systems for inclusion in the YRP.

2.5.12. Coordinates assignment of YRP personnel (normally Liaison, Registrar, Agenda, and Resource Recruiter) to facilitate event as needed ([Attachment 2](#)).

2.6. Resource Advisor, Yellow Ribbon Program.

2.6.1. Prepares detailed fiscal planning and programming reports and integrates requirements into the Overseas Contingency Operations (OCO) budget or Program Objective Memorandums (POM) as required.

2.6.2. Reviews accuracy and adequacy of event budget justification.

2.6.3. Develops policies and plans for financial programs in support of the AFR YRP.

2.6.4. Interprets funding and travel entitlements according to existing guidance.

2.6.5. Performs, reviews, and certifies adequacy of cost comparisons and economic analysis of YRP.

2.6.6. Serves as liaison between AFRC/SAF/OSD/Congress on financial matters.

2.6.7. Advises, coordinates, and makes recommendations on validity of requirements, effective allocation and use of financial resources, and redistribution of resources within fund limitations.

2.6.8. Ensures corrections to deficiencies noted in reports from financial audits and inspections.

2.6.9. Provides quality control and quality assurance oversight for the YRP mission.

2.6.10. Submits monthly, quarterly, and annual reports as required.

2.6.11. Submits and monitors unfunded requests as needed and/or required.

2.6.12. Attends YRP events as Contracting Officer Representative.

2.6.13. Approves all YR orders for funding.

2.7. Training and Analysis Manager, Yellow Ribbon Program.

2.7.1. Schedules and conducts training for YRP Wing representatives.

2.7.2. Manages YRP education and training initiatives.

2.7.3. Develops and maintains education and training materials.

2.7.4. Creates standard agendas for AFR YRP events.

2.7.5. Reviews and approves agendas submitted by YRP Wing representatives for all events before printing.

2.7.6. Attends YRP events and collects data, to include “lessons learned,” for analysis of program effectiveness.

2.7.7. Reports statistical data on YRP to AFRC Leadership, Program Manager, SAF, and OSD.

2.7.8. Recruits and/or approves YRP event keynote speakers.

2.7.9. Performs duty as liaison for OSD-driven Event Plus Tool software required to manage events.

- 2.7.10. Collects event data for AFR YRP Leadership, Command Leadership, SAF, OSD, and Reserve Affairs (OSD/RA).
- 2.7.11. Analyzes event data and recommends program improvement.
- 2.7.12. Attends YRP events as Contracting Officer Representative when required.
- 2.8. Chaplain Corp Liaison (HC), Yellow Ribbon Program.
  - 2.8.1. Advises AFR YRP Chief of chaplain issues related to YRP events.
  - 2.8.2. Provides continuity to HQ AFRC/HC with YRP concerns, issues, and guidelines.
  - 2.8.3. Serves as a Consultant to the YRP office staff on chaplain participation in YRP events.
  - 2.8.4. Provides guidance to Wing chaplains participating in YRP events.
  - 2.8.5. Develops and maintains programs related to YRP events.
  - 2.8.6. Trains and documents ChaplainCorps personnel in Resiliency, Singles Reintegration, and Marriage/Relationship Reintegration.
  - 2.8.7. Enlists fully trained Chaplain personnel to provide presentations at the YRP events.
- 2.9. Psychological Health Advocacy Program (PHAP) Manager, Yellow Ribbon Program.
  - 2.9.1. Acts as Contracting Officer Representative for contracted work; ensures evaluations of all PHAP activities by contractor.
  - 2.9.2. Ensures regional PHAP teams have the necessary resources to carry out the mission.
  - 2.9.3. Provides oversight and direction for the contracted regional PHAP teams, ensuring compliance with all existing DoD and Air Force policies, practices, and procedures.
  - 2.9.4. Develops policy guidance and operating procedures for the contracted regional PHAP teams.
  - 2.9.5. Serves as a liaison between each contracted regional PHAP team lead, installation leaders, and key AFRC personnel to ensure efficient operations and successful case outcomes.
  - 2.9.6. Ensures all psychological health issues under the auspices of the YRP are carried out IAW DoD and Air Force policies
  - 2.9.7. Ensures all aspects of the PHAP contract are met by the contracted staff.
- 2.10. Air Force Reserve Command Community Action Team (CAT).
  - 2.10.1. Implements and supports cross-organizational activities as directed by the AFRC Community Action Board (CAB) and as identified by the CAT team members.
  - 2.10.2. Invites AFR YRP representative to attend AFRC CAT team meetings.
  - 2.10.3. Identifies AFR YRP concerns for the AFRC CAB and proposes solutions.
- 2.11. Wing Commander.

- 2.11.1. Appoints YRP Wing representative within the guidelines provided in the Yellow Ribbon Wing Representative job description as required.
- 2.11.2. Approves Wing event budget proposals.
- 2.11.3. Approves eligibility of participants on an Eligibility Certification Memorandum.
- 2.11.4. Ensures squadrons/units provide the following information to YRP Wing representatives.
  - 2.11.4.1. Names of deploying personnel with deployment and return dates.
  - 2.11.4.2. Names, addresses, birthdates, and phone numbers of Designated Individuals (DI) of deploying personnel
  - 2.11.4.3. Promotes and attends YR events as required.
- 2.12. Wing Representative, Yellow Ribbon Program.
  - 2.12.1. Maintains a continuity binder for YRP within the Wing YR office.
  - 2.12.2. Implements AFR YRP “best practices” at the Wing level.
  - 2.12.3. Reviews a listing of eligible service members and provides to AFR YRP in the Quarterly Eligibility/Participation Report.
  - 2.12.4. Communicates on a regular basis with AFR YRP office HQ Event Manager.
  - 2.12.5. Meets regularly with all squadron/group ARTs, Commanders, and First Sergeants.
  - 2.12.6. Promotes YRP in cooperation with Public Affairs.
  - 2.12.7. Promotes and educates personnel on the YRP.
  - 2.12.8. Supports, schedules, and/or manages AFR YRP events and activities for their assigned service members in coordination with the HQ Event Manager.
    - 2.12.8.1. Provides support to service members and support systems to ensure compliance with established guidance.
    - 2.12.8.2. Certifies eligibility and participation of Wing members and their guests to attend YRP event.
    - 2.12.8.3. Markets events and ensures eligible members, their eligible guests, and leadership (**Attachment 2**) are invited to the events.
    - 2.12.8.4. Assists members and eligible guests with travel and post-event voucher submittals.
  - 2.12.9. Prepares Wing budget for YR funding approval through the Wing Finance, Wing CC, and AFR YRP office.
  - 2.12.10. Coordinates Wing Support Staff for each event as required
  - 2.12.11. Submits required documentation to the YRP office for each event to meet AFR YRP office established suspense’s, including but not limited to proposed event budget, Reserve Personnel Appropriation (RPA) and Temporary Duty (TDY) orders for members and functional support, ITAs, and additional guest waiver requests.

2.12.12. Coordinates with Financial Management on members', guests' and staff's orders and ITAs. Submit approved budget and Certificate of Eligibility letter to FM to validate individuals included on orders. (Member, designated individuals and staff).

2.12.13. Fulfills a role for event execution as assigned by Event Manager.

2.12.14. Attends a hot wash at event, prepares required After-Action Reports (AAR), and updates wing member status.

### 2.13. Wing Financial Management (FM).

2.13.1. Coordinates on event budget proposal.

2.13.2. Creates YRP lines of accounting IAW established guidance.

2.13.3. Loads YRP funding upon receipt from HQ AFRC/FM IAW established guidance. Reviews order to certify individual listed on the order is validated on the YR Event Budget and Certificate of Eligibility letter provided by the Wing YRP Representative. Only validated attendees will be certified on the order.

2.13.4. Certifies YRP funded orders and obligates funds IAW current HQ AFRC/FM guidance.

2.13.5. Supports the YRP Wing Representative through collaborative CAT team partnerships.

2.13.6. Identifies YRP concerns for the installation CAB and proposes solutions.

2.13.7. Supports and implements collaborative activities as directed by the wing CAB.

## 3. Yellow Ribbon Program Procedures.

### 3.1. AFR YRP Events.

3.1.1. All Yellow Ribbon Program events require prior approval by the AFR Yellow Ribbon Program Manager.

3.1.2. YRP Wing representatives will inform Service members and support systems about the assistance and services available throughout the deployment cycle.

3.1.3. Events will utilize local, state, and federal organizations in order to ensure the readiness and resiliency of Service members, their support systems, employers, and affected communities for the rigors of deployment and separation.

3.1.4. AFR YRP will host, coordinate, provide appropriate resources for, and execute combined events as operationally required for Pre-deployment, 1st Post, and 2nd Post deployment events. YRP combined training events require overnight lodging for participants for the entirety of the training.

3.1.5. Each wing will host, coordinate, provide appropriate resources for, and execute local activities as required for deployment events/activities.

### 3.2. Eligibility of Reservists.

3.2.1. Attendance at AFR YRP events is **HIGHLY RECOMMENDED** for AFR personnel called to or returning from an active duty tour supporting contingency operations, deployments (i.e. theater security operations, humanitarian missions,

Chairman Joint Chief of Staff exercises (CJCS) orders), for 90 days or an accumulation of 90 days or more (minimum of 45 day increments) during a 24-month period, (that results in separation from support system 50% of duration of the eligible order). Waivers may be available as exceptions to this rule.

3.2.2. Eligible service members and their designated individuals will receive support by the AFR YRP.

3.2.3. Service members include Traditional Reservists (TRs), Air Reserve Technicians (ARTs), Individual Reservists (IRs), and Active Guard Reserve (AGR) members.

3.2.4. Service members must coordinate participation at YRP events through their chain of command.

3.2.5. Members must have been released from an eligible order a minimum of 30-days to attend first post deployment event and complete the second post deployment event within 365 days.

3.2.6. To attend outside these parameters, YRP Wing Representatives may submit a participation waiver to the AFRC YRP office for consideration on a case-by-case basis.

3.2.7. If members separate after returning from an eligible deployment and are within 365 days of their return, they and their designated individuals may attend an event but are only eligible for actual expenses during the event (lodging, meals, parking if applicable) reimbursable through an Invitational Travel Authorization (ITA).

3.2.8. Designated Individuals (guests) participation is strongly encouraged in the pre-deployment, during deployment, first post, and second post-deployment events and activities in order to ensure awareness of support programs, benefits, entitlements, and available resources.

3.2.8.1. Members and designated individuals are eligible to attend a pre-deployment event up to 120 days before start of the deployment orders.

3.2.8.2. Only designated individuals may attend a during deployment event.

3.2.8.3. Members and designated individuals are eligible to attend post-deployment event up to 365 days after member is off deployment order.

3.2.9. Basic Military Training, school tours, and active duty for training tours are EXCLUDED from the program.

### 3.3. Designated Individuals (DIs).

3.3.1. The military member is authorized to bring two designated individuals to a Yellow Ribbon Program event.

3.3.1.1. Must be designated (**Attachment 1**) in writing **BY** the eligible member through the automated registration process. The DI is not required to reside with the service member. **Exception:** Eligible member may exceed two DIs if they are the member's DEERS Eligible Children as defined below. (Reference SAF/MRMs Delegation Memo dated 18 Aug 17).

3.3.1.1.1. Categories of DI's are member's spouse, DEERS Eligible Children, Parent, Sibling or a person 18+ years of age. (**Attachment 1**).

3.3.1.1.2. DEERS-eligible children are the service member's natural, adopted, and/or step children who live with the service member the majority of the year, or the service member is the legal guardian.

3.3.1.1.3. To qualify, the child must be unmarried and under the age of 21 years old; OR under the age of 23 years old and a full-time student; OR severely disabled. All eligible DIs funded by AFR YR are expected to attend the YRP event to include the General Session, training breakouts, and meals for the entirety of the program. Guests ages 0-12 are required to be in the provided childcare program (YR Camp) for the entirety of the program. They may attend the family fun program with their parents as applicable.

3.3.2. AFR may limit, as necessary, the participation of designated individuals due to any logistic or financial issues. Logistical and other constraints limiting attendance should be identified by the host unit when coordinating attendance with non-organic unit Service members.

3.3.3. DIs will be allowed actual expense reimbursement, not to exceed the maximum amount authorized for the locality of the event via an ITA. Subsistence expenses include items such as lodging (if authorized) and meals and incidental expenses (M&IE). All subsistence expenses must be itemized on travel vouchers with itemized receipts, regardless of amount, included with the voucher to substantiate expenses.

3.3.4. Categories not listed above will be determined on a case-by-case basis to address special needs of a military member (by submitting a guest waiver).

#### 3.4. Operation of Program (IAW NDAA of 2016).

##### 3.4.1. Focus of Information, Events, and Activities.

3.4.1.1. Pre-deployment. Before a period of activation, mobilization, or deployment, the information, events, and activities should focus on preparing eligible individuals and affected communities for the rigors of activation, mobilization, and deployment.

3.4.2. During Activation, Mobilization, or Deployment, the information, events, and activities should focus on:

3.4.2.1. Helping eligible individuals cope with the challenges and stress associated with such period.

3.4.2.2. Decreasing the isolation of eligible individuals during such period.

3.4.2.3. Preparing eligible individuals for the challenges associated with reintegration.

3.4.3. Post-deployment. After such a period, but no earlier than 30 days after demobilization, the information, events, and activities should focus on:

3.4.3.1. Reconnecting the member with their families, friends, and communities.

3.4.3.2. Providing information on employment opportunities.

3.4.3.3. Helping eligible individuals deal with the challenges of reintegration.

- 3.4.3.4. Ensuring that eligible individuals understand what benefits they are entitled to and what resources are available to help them overcome the challenges of reintegration.
- 3.4.3.5. Providing a forum for addressing negative behaviors related to operational stress and reintegration.
- 3.4.4. Member Pay. Members shall receive appropriate pay for days spent attending such events and activities.
- 3.4.5. Minimum Number of Events and Activities. The State National Guard and Reserve Organizations shall provide to eligible individuals:
  - 3.4.5.1. One event or activity before a period of activation, mobilization, or deployment.
  - 3.4.5.2. One event or activity during a period of activation, mobilization, or deployment.
  - 3.4.5.3. Two events or activities after a period of activation, mobilization, or deployment.
- 3.5. Outreach Services. As part of the Yellow Ribbon Reintegration Program, the Office for Reintegration Programs may develop programs of outreach to eligible individuals to educate such eligible individuals about the assistance and services available to them under the Yellow Ribbon Reintegration Program. Such assistance and services may include the following:
  - 3.5.1. Marriage counseling.
  - 3.5.2. Services for children.
  - 3.5.3. Substance abuse awareness and treatment.
  - 3.5.4. Mental health awareness and treatment.
  - 3.5.5. Financial counseling.
  - 3.5.6. Anger management counseling.
  - 3.5.7. Domestic violence awareness and prevention.
  - 3.5.8. Employment assistance.
  - 3.5.9. Preparing and updating family legal documents.
  - 3.5.10. Development of strategies for living with a member of the Armed Forces with post-traumatic stress disorder or traumatic brain injury.
  - 3.5.11. Other services that may be appropriate to address the unique needs of eligible individuals who live in rural or remote areas with respect to family readiness and service member reintegration.
  - 3.5.12. Assisting eligible individuals find and receive assistance with military family readiness and service member reintegration, including referral services.
  - 3.5.13. Development of strategies and programs that recognize the need for long-term follow-up services for reintegrating eligible individuals for extended periods following deployments, including between deployments.

3.5.14. Assisting eligible individuals in receiving services and assistance from the Department of Veterans Affairs, including referral services.

3.5.15. Resiliency training to promote comprehensive programs for eligible individuals to build mental and emotional resiliency for successfully meeting the demands of the deployment cycle.

3.5.16. Stress management and positive coping skills.

#### 3.6. Event Child Care.

3.6.1. For all events requiring childcare, childcare should be available for children 0-5 years old and 6-12 years old.

3.6.2. Although childcare is not required for youth ages 13 and older, the YRP Wing Representative or HQ Program Manager will ensure adult supervised activities are provided during events.

3.6.3. Activities may be provided for 6-12 years and 13+ years age groups through Project Youth Extension Services (Y.E.S!) and/or other Air Force Reserve volunteers when available.

### **4. Funding and Planning.**

#### 4.1. Purpose.

4.1.1. Advanced planning, coordination, and funding is necessary for the smooth and seamless scheduling and execution of the AFR YRP.

4.1.2. The YR Event Manager will provide suspense dates for all deliverables for each event.

#### 4.2. Planning and Funding Responsibilities of YRP Wing Representative.

##### 4.2.1. Funding Requests

4.2.1.1. Submit all required documentation to the AFR YRP office in accordance with established time lines.

4.2.1.2. Complete a Budget Package Request Worksheet for each event, local or combined.

4.2.1.3. Submit signed event budget to HQ Event Budget Analyst by suspense set by HQ Event Manager.

4.2.1.4. If approved, the request will be forwarded to the HQ Event Manager and Resource Advisor and money will be obligated as requested.

4.2.1.5. If disapproved, it will be returned to the YRP Wing representative for revision and re-approval at the base level before re-submitting to AFR YRP.

#### 4.3. Procuring services and materials for wing/local event.

4.3.1. After AFR YRP funding has been approved and distributed, begin procuring needed services and materials.

4.3.2. The purchase price will determine which procurement method used.

4.3.3. Use the Government Purchase Card IAW AFI 64-117, *Government Purchase Card Program*, and AFI 65-601V1, *Budget Guidance and Procedures*.

4.3.4. Use the event planning contract administered by HQ AFRC by wing YR representative with prior coordination.

4.3.5. Local events must have all components of the event (budget, agenda, childcare providers, and speakers) approved by HQ AFRC Program managers or staff.

#### 4.4. Meals and Light Refreshments.

4.4.1. The expenditure of funds through contracts for meals for service members, eligible guests, leadership, and staff is authorized when incurring such expenses will directly advance the statutory YRP mission and objective. YRP appropriated funds may be used IAW AFI 65-601 for light refreshments.

#### 4.5. Child Care.

4.5.1. The expenditure of funds through contracts for childcare at YRP events is authorized when incurring such expenses will directly advance the statutory YRP mission and objective.

#### 4.6. Support Material and Speakers.

4.6.1. The expenditure of funds is authorized for support material related to event topics, such as pamphlets, books, and videos that provide assistance or that educate participants.

4.6.1.1. Materials not related to event topics or educating attendees are not authorized.

4.6.1.2. YRP appropriated funds are authorized to pay honorariums or speaking fees during the YRP events IAW AFI 65-601, paragraph 4.11.

#### 4.7. Travel

4.7.1. Travel reimbursement is authorized for YRP events, pending availability of funding.

4.7.2. Travel instructions will be issued for each event detailing authorized travel reimbursement for the eligible participants, designated individuals, wing leadership, and staffing. HQ YRP Staff and Wing Yellow Ribbon (YR) Representatives will be authorized full per diem for all events. When applicable and meals are provided for the HQ staff and YR representatives, the individual will claim "meals provided" in Defense Travel System.

4.7.3. In accordance with JTR 0102.B, 010206, 020203 and 020210, what is most advantageous to the government is the preferred mode of transportation for travel to YRP events.

4.7.4. Special conveyance for mode of transportation and/or TDY transportation in accordance with JTR is authorized with approval from the AFR Yellow Ribbon Program office.

4.7.5. Eligible service members, civilian employees, and DIs are authorized reimbursement for travel expenses IAW current Joint Travel Regulations.

4.7.5.1. The unit's orders clerk will provide the member's Home of Record (HOR) to determine commuting distance.

4.7.5.2. In accordance with JTR Chapter 2, paragraph 020601.B.2a, since overnight lodging is required during the YRP event, per diem and actual expense is authorized for the TDY travel period of more than 12 consecutive hours.

#### 4.8. Orders.

4.8.1. The YRP Wing representative will submit the list of authorized attendees and all wing support staff/leadership to attend the event on orders/ITAs to wing FM through the Event Budget Package.

4.8.2. Once the Event Budget Package is approved by the Wing CC and the YRP Manager, the budget and certificate of eligibility letter will be provided to the Wing FM office as supporting documentation of the Wing CC granting a waiver for more than two DIs.

4.8.3. Once the orders are certified by FM, the YRP Wing representative will ensure the proper documentation and processes (approving and reporting) were followed IAW the delegation.

4.8.4. Eligible member participants will travel on an AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*, or DD 1610, *Request for Travel for Uniformed Service Members or Government Civilian Employees*, travel order.

4.8.5. Wing leadership, as defined in [Attachment 2](#), are eligible for orders.

4.8.5.1. HQ YRP leadership and staff will travel on the appropriate AF Form 938 or DD Form 1610 order.

4.8.6. Military personnel tasked to support the event by AFR YRP will be included in the owning wing Event Budget Package.

4.8.6.1. **Exception:** IR personnel tasked to support the AFR YR Event will submit YRP RPA request with travel estimates to the YRP office.

4.8.7. A DI may be Uniformed Regular Active Duty Member (any service), Government Civilian Employee, or other persons. The following types of orders or authorizations will be used IAW JTR 031902.

4.8.7.1. Active Duty Uniformed Service Member.

4.8.7.1.1. The individual will travel on a DD Form 1610 and is authorized TDY travel and per diem.

4.8.7.1.2. The individual must coordinate with supervisor for written authorization to attend YRP Event and YR funding must be coordinated between the wing and the individual's unit.

4.8.7.2. Civilian Employees.

4.8.7.2.1. Employee must have written authorization from supervisor to attend event.

4.8.7.2.2. If employee belongs to a different AFR organization than the eligible

member, the employee's organization's YR fund cite must be used and the eligible guest will be included on their wing YR budget.

4.8.7.2.3. A DoD civilian employee will travel on a DD Form 1610 and is authorized the TDY travel and transportation allowances authorized by the travel-funding agency or department.

4.8.7.2.4. The employee is not required to take leave on any scheduled workday during the TDY IAW AFI 36-3003, *Military Leave Program*.

#### 4.8.7.3. Other Persons.

4.8.7.3.1. A person, other than a uniformed service member or government civilian employee, will be issued an Invitational Travel Authorization (ITA) in AROWS-R.

4.8.7.3.2. ITAs for the designated individual will allow for reimbursement of actual expenses determined by all receipts turned in with the travel voucher (lodging if authorized, travel, meals) up to the dollar amount noted on the ITA.

4.8.7.4. All designated individuals who are being reimbursed for travel and expenses are required to participate in the entire Event's training agenda.

4.8.7.5. It is the responsibility of the YRP Wing representative and FM support at the event to brief the designated individuals on ITAs. Briefing should ensure they understand exactly what actual expenses are reimbursed and what the maximum reimbursement dollar amount each person is entitled to each day.

4.8.7.6. To ensure clear guidance, authorizations/approvals, and reimbursement, the ITA must include a statement indicating the additional travelers are authorized/approved via the secretarial process. If there is no statement in the order/modification indicating the additional travelers were authorized/approved via the secretarial process, the member's voucher reimbursement will be limited to the two designated individuals authorized per the JTR.

4.8.7.7. ITAs that have more than two DIs per member will include the following statement, "Travel of more than 2 designated individuals is authorized per the Secretarial approval process, memo dated 18 August 2017." For modifications (after the fact) to the initial ITA, the following statement must be on the modification, "Travel of more than 2 designated individuals has been approved per the Secretarial approval process, memo dated 18 August 2017." Once orders are certified by FM, ensure the proper documentation and processes were followed IAW the delegation.

## 5. Reporting.

### 5.1. Questionnaire Management Tool (QMT) Surveys.

5.1.1. OSD provides access to creating surveys through the Event Plus Tool (EPT) which allows data to be easily evaluated, by using a scannable bar code on each survey.

5.1.2. QMTs are crucial in evaluating success of the YRP event and provide insight into areas that may need improvement.

5.1.3. Each phase of a YRP event will have a standard QMT.

5.1.4. All completed QMTs will be returned to the AFR YRP office.

## 5.2. Reporting Requirements.

5.2.1. An After Action Report (AAR) for each event will be completed by the event liaison using the AAR template.

5.2.2. The summary of attendees (breakdown of attendees by military members, spouses, children, parents, individual 18+ years, staff, and leadership) will be input into Event Plus within 5 days after the event.

5.2.3. Complete the AAR to include the summary of attendees and send to AFR YRP organizational box, ([afrc.yellowribbon@us.af.mil](mailto:afrc.yellowribbon@us.af.mil)), within 15 days.

RICHARD W. SCOBEE Lieutenant General,  
USAF  
Commander

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

AFI 34-144, *Child and Youth Programs*, 02 March 2016

AFI 36-3003, *Military Leave Program*, 11 May 2016

AFI 64-117, *Government Purchase Card Program*, 22 June 2018

AFI 65-601V1, *Budget Guidance and Procedures*, 16 August 2012

DODI 1342.28, *DoD Yellow Ribbon Reintegration Program (YRRP)*

JTR, *The Joint Travel Regulations*

JTR paragraph 031902, *Yellow Ribbon Reintegration Program Event*

***Adopted Forms***

AF Form 9, *Request for Purchase*

AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*

DD Form 1610, *Request and Authorization for TDY Travel for DoD Personnel*

DD Form 1351-2, *Travel Voucher or Subvoucher*

***Abbreviations and Acronyms***

**AAR**—After Action Report

**AF**—Air Force

**AFI**—Air Force Instruction

**A&FR**—Airman and Family Readiness

**AFR**—Air Force Reserve

**AFRC**—Air Force Reserve Command

**AFRC/CC**—Air Force Reserve Command Commander

**AFR YRP**—Air Force Reserve Yellow Ribbon Program

**AGR**—Active Guard Reservist

**ARC**—American Red Cross

**ARCTC**—Air Reserve Component Teen Council

**ANG**—Air National Guard

**AROWS-R**—Air Reserve Orders Writing System

**ART**—Air Reserve Technician

**CAIB**—Community Action Information Board

**CC**—Commander

**CEI**—Civilian Employer Information

**CJCS**—Chairman Joint Chief of Staff

**COR**—Contracting Officer Representative

**DCoE**—Defense Centers of Excellence

**DD**—Department of Defense

**DDR**—Drug Demand Reduction

**DoD**—Department of Defense.

**DoDI**—Department of Defense Instruction

**DoL**—Department of Labor

**DoT**—Department of Transportation

**DTS**—Defense Travel System

**EPT**—Event Plus Tool

**FEPP**—Office of Reintegration Programs.

**FM**—Financial Management

**FSS**—Force Support Squadron

**GPC**—Air Force Government-Wide Purchase Card Program

**GS**—General Schedule employee

**HC**—Chaplain Corp

**HOR**—Home of Record

**HQ**—Headquarters

**IAW**—In Accordance With

**IDS**—Integrated Delivery System

**IT**—Information Technology

**JAG**—Judge Advocate General

**JTR**—Joint Travel Regulation

**M&IE**—Meals and Incidental Expenses

**MOS**—Military One Source

**MRM**—Force Management and Personnel

**NDAA**—National Defense Authorization Act

**NGO**—Non-Government Organization

**OCO**—Overseas Contingency Operations

**OPR**—Office of Primary Responsibility  
**OSC**—Operational Stress Control  
**OSD**—Office of the Secretary of Defense  
**OSD/RA**—Office of the Secretary of Defense/Reserve Affairs  
**POM**—Program Objective Memorandum  
**POA**—Power of Attorney  
**PWS**—Performance Work Statement  
**RA**—Reserve Affairs  
**RIO**—Readiness and Integration Organization  
**RDS**—Records Disposition Schedule  
**RPA**—Reserve Personnel Appropriation  
**SAF**—Secretary of the Air Force  
**SAPR**—Sexual Assault Prevention and Response  
**SBA**—Small Business Association  
**SCRA**—Service Member Civil Relief Act  
**TAA**—Transitional Assistance Advisor  
**TAMP**—Transitional Assistance Management Program  
**TDY**—Temporary Duty Assignment  
**TR**—Traditional Reservist  
**VA**—Veterans Administration  
**VESO**—Veteran Employment Services Office  
**VSO**—Veteran Service Organization  
**Y.E.S!**—Project Youth Extension Services  
**YR**—Yellow Ribbon  
**YRRP**—Yellow Ribbon Reintegration Program.

### *Terms*

**4-H Organizations**—A youth organization sponsored by the Department of Agriculture and offering instruction in agriculture and home economics

**DEERS Eligible Children**—Defense Enrollment Eligibility Reporting System. Children are eligible under the age 21 or under the age 23 if enrolled in college full-time and the sponsor continues to provide 50% of the child's financial support. A child may be covered beyond the normal limits (age 21 and older or 23 and older as noted above) if he or she is severely disabled. (Can include Step Children (living with member majority of year), foster children, child that service member has legal custody of)

**DI**—Designated Individual is an eligible member's: 1) spouse, 2) DEERS Eligible Children (DEC), 3) parent, 4) sibling (of any age), or 5) a person that is 18 years or older in which attendance to the Yellow Ribbon event will benefit the member

**ESGR**—Employer Support of the Guard and Reserve. Gains and maintains employer support for Guard and Reserve service by recognizing outstanding support, increasing awareness of the law, and resolving conflicts through mediation

**FAMILY MEMBER**—“Support systems” and “family members” include spouse, DEERS eligible children, parents, grandparents, siblings (of any age) of eligible military member or a person that is 18 years or older in which attendance to the Yellow Ribbon event will benefit the member

**IR**—Individual Reservist who is not attached to a traditional reserve unit. IRs are assigned to Detachments that fall under the authority of the Readiness Integration Organization (RIO)

**ITA**—Invitational Travel Authorization. Type of order generated in AROWS-R where an “other than” civilian is authorized travel to provide entitlements and reimbursement of travel and actual expenses (Reference JTR 0305)

**PHAP**—Psychological Health Advocacy Program. Promotes and guides National Guard, Reserve members, and their support systems by supporting psychological fitness for operational readiness

**QMT**—Questionnaire Management Tool. Surveys designed in the Event Plus program to capture feedback from each phase of attendees at every YRP event

**Venue**—Hotel conference center/location where the event will be held

**YRP**—Yellow Ribbon Program. Prepares National Guard and Reserve members and their support systems for deployments, sustains their support systems during deployments, and reintegrates service members with their support systems, communities, and employers upon re-deployment or release from active duty

## Attachment 2

## MINIMUM EVENT MANNING DOCUMENT

Table A2.1. Event Manning Document.

<b>Event Core Staff</b>	
Liaison (YRP Wing Representative)	1/event
Registrar (YRP Wing Representative)	1/event
Agenda Coordinator (YRP Wing Representative)	1/event
Resource Recruiter (YRP Wing Representative)	1/event
Youth Agenda Coordinator (YRP Wing Representative)	1/event
Remaining YRP Wing Representatives for duties to include room monitors, greeters, accountability, etc.	7/350 Based on availability
HQ Event manager	1/event
Communications (IT) Support	1/350
Contracting Officer Representative (COR)	1 per contract
<b>AFR Support Staff</b>	
Airman and Family Readiness (A&FR)	1/event
Chaplain	2/350, 3/450, 4/550, 6/750
Chaplains' Support	1/600, 2/600+
Drug Demand Reduction (DDR)	1/event
Force Support Squadron (FSS)/Defense Enrollment Eligibility Reporting System (DEERS)	1/event
Education & Training	1/event
Financial Management (FM) Professional	1/350
FM - Defense Travel System (DTS)	2/350
Judge Advocate General (JAG) Team (JAG/Paralegal)	1 team/350
Medical – SME in medical processing of injuries while on duty (LOD)	1/event
Psychological Health Advocacy Program (PHAP) team members	2/event
Public Affairs	PA Liaison Tasked
Sexual Assault Prevention Response (SAPR) Coordinator	1/event
Security Forces	ATO Tasked

Security Forces (ATO Lvl 2)	1/event
Spouse Support (Key Spouse Representative)	1/event
<b>Wing/Unit Leadership</b>	
Wing Commanders and Command Chiefs	All are invited
Deployed Member's Squadron Commander/First Sergeant with 5 or more service members attending	1/event

**Attachment 3**  
**REQUIRED BRIEFINGS**

**Table A3.1. Required Briefings.**

		PRE- DEP	During	1st Post	2nd Post	Resource Provider
<b>1. MEDICAL, DENTAL AND MENTAL HEALTH BENEFITS</b>						
1.1	TRICARE	X		X	X	TRICARE
1.2	TRICARE Dental Program	X		X	X	TRICARE
1.3	Operational Stress Control	X	X	X	X	PHAP
1.4	Suicide Prevention and Community Healing and Response	X	X	X		Chaplain/PHAP
1.5	VA Medical Centers			X		VA
1.6	Transitional Assistance Management Program (TAMP)			X	X	Medical
1.7	Transition Assistance Advisor (TAA) Program			X		Medical
1.8	Reintegration			X	X	Chaplain
<b>2. FINANCIAL AND EMPLOYMENT INFORMATION</b>						
2.1	Employer Support Guard and Reserve (ESGR)	X	X	X	X	ESGR
2.2	ESGR Ombudsman Services Program			X		ESGR
2.3	Department of Labor (DOL) if available	X	X	X	X	DOL
2.4	Counseling and Planning	X				PFC
2.5	Financial and Mortgage Counseling	X	X	X	X	PFC
2.6	Savings Plan	X				PFC
2.7	Service member Civil Relief Act (SCRA)	X				JAG/Paralegal JAG Assistant
2.8	Small Business Administration (SBA) if available	X			X	SBA
2.9	SBA/VA Business Development if available			X		SBA/VA
2.10	Employer Outreach		X			A&FR



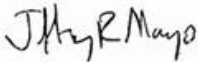
2.11	VA Employment			X		VA, VESO (Veterans Employment)
<b>3. LEGAL INFORMATION</b>						
3.1	Power of Attorney (POA)	X				JAG/Paralegal JAG Assistant
3.2	Wills and Estate Planning	X				JAG/Paralegal JAG Assistant
<b>4. COMMUNITY OUTREACH</b>						
4.1	Veterans Administrations (VA)	X		X	X	VA, OEF/OIF/ Disability, Vet Center and/or VBA/VHA
4.2	American Red Cross (ARC)	X		X		American Red Cross
4.3	Community Programs	X				A&FR
4.4	Youth Programs	X		X	X	Youth Extension Service
4.5	Government Agencies and Non-Government Agencies (NGOs)	X				A&FR
4.6	Military One Source (MOS)	X		X	X	MOS
4.7	Veteran Service Organizations (VSO)	X		X	X	A&FR
4.8	Community Youth Programs		X			A&FR
4.9	Educational Services	X		X	X	Education & Training, Local or Online Colleges, Troops to Teachers
<b>5. SPECIAL OR SPIRITUAL PROGRAMS</b>						
5.1	Chaplains Programs	X		X	X	Chaplain
5.2	VA Vet Center	X	X			VA
5.3	Marriage Enrichment	X			X	Chaplain
5.4	Effective Communication Skills	X			X	Chaplain or others
5.5	Sexual Assault Prevention and Response (SAPR)	X		X		SAPR

5.6	Suicide Prevention and Alcohol and Drug Abuse	X				PHAP/DDR
5.7	Single Service Members Programs	X		X	X	Chaplain or others
<b>6. ADMINISTRATIVE INFORMATION</b>						
6.1	Military Service Information			X		FSS
6.2	Defense Enrollment Eligibility Reporting System (DEERS)	X		X		FSS/DEERS
6.3	Civilian Employer Information (CEI)	X		X		FSS
6.4	Service Specific Websites	X				FSS
<b>7. SAFETY INFORMATION</b>						
7.1	Safety Information – Combat vs local driving			X	X	DoT, Police, Security Forces
<b>Note:</b> Refer to DoDI 1342.28, <i>DoD Yellow Ribbon Reintegration Program (YRRP)</i> , for specific requirements.						

## Attachment 4

## YELLOW RIBBON PROGRAM MEMO

Figure A4.1. Yellow Ribbon Program Memo.

	DEPARTMENT OF THE AIR FORCE WASHINGTON DC	
OFFICE OF THE ASSISTANT SECRETARY		
		18 August 2017
MEMORANDUM FOR AFRC/CC		
FROM: SAF/MRM		
SUBJECT: Yellow Ribbon Program Reintegration Events - Joint Travel Regulations - Secretarial Process - Delegation - More than Two Designated Individuals		
<p>Pursuant to my delegation of authority as the Per Diem Travel and Transportation Allowance Committee (PDTATAC) Principal for the Air Force in accordance with the Joint Travel Regulations (JTR) Secretarial Process, I hereby delegate authority to the Commander, Air Force Reserve Command (AFRC/CC) to authorize/approve more than two designated individuals to attend Yellow Ribbon Program (YRP) events in accordance with JTR, par. 031902. The circumstances I have deemed appropriate for AFRC/CC authorization/approval are set forth in a separate document (Atch 1). AFRC/CC may further re-delegate this authority no lower than the rank of an O-6/GS-15.</p>		
<p>JTR, par. 031902-A (Atch 2) provides that a "Service member may designate, in writing, up to two individuals to attend an event" and also states "the Secretarial Process may authorize or approve more than two designated individuals in circumstances the Service Concerned deems appropriate. The designated individuals should be those whose presence at the event may contribute to the event's purpose." Notably, JTR, Appendix A defines "authorize" as "permission given before an act" and "approve" as "ratification or confirmation of an act already done."</p>		
<p>By 30 January of each calendar year, provide a report on prior year authorizations and approvals for more than two designated individuals pursuant to this Secretarial Process delegation and the defined circumstances. The report must identify the number of travelers AFRC/CC, or his/her delegate, has approved for travel as well as disapprovals, including the traveler's full name, RC member, relationship to RC member and basis for any disapprovals.</p>		
		
JEFFREY R. MAYO Deputy Assistant Secretary (Manpower and Reserve Affairs)		
Attachments: As Stated		
cc: SAF/MRR AF/REP		
<b>BREAKING BARRIERS...SINCE 1947</b>		

**Figure A4.2. Yellow Ribbon Program Memo (cont).**

Yellow Ribbon Program (YRP) - JTR, par. 031902 - Secretarial Process Circumstances  
for AFRC/CC Authorization/Approval of More than the Original Two Designated Individuals  
(18 August 2017)

AFRC/CC, or his/her delegate, may authorize/approve more than two designated individuals, to attend YRP reintegration events if they are: 1) service member's current spouse; and 2) service member's current dependent child as defined by 37 U.S.C. §401 who is unmarried and

- a. is under 21 years of age; or
- b. is incapable of self-support because of mental or physical incapacity and is in fact dependent on the member for more than one-half of the child's support; or
- c. is under 23 years of age, is enrolled in a full-time course of study in an institution of higher education approved by the Secretary of Defense and is in fact dependent on the member for more than one-half of the child's support.

For purposes of this authorization/approval, the term "child" includes a member's stepchild (excluding a stepchild after the divorce of the member from the stepchild's parent by blood), member's adopted child including a child placed in the member's home by an agency (recognized by the Secretary of Defense) in anticipation of legal adoption by the member, and an illegitimate child of the member if the member's parentage of the child is established in accordance with criteria prescribed in regulations by the Department of Defense.

If there is a request for more than the original two designated individuals who do **not** fit within the above-referenced description of family members, the requester should submit a staff package through AF/REP for SAF/MRM waiver of these circumstances and provide supporting documents and rationale for the waiver request.

Figure A4.3. Yellow Ribbon Program Memo (cont).

Chapter 3: TDY Travel  
Part A: Business Travel

0301-0320

B. Allowances.

1. A Service member authorized to attend these functions is issued an official TDY order and authorized to receive the standard travel and transportation allowances specified in Chapter 2. A Service member attending a Chaplain-led Program in an unofficial capacity should consult the organization or agency directing or sponsoring travel to determine the appropriate funds for the event. Travel authorization are not used to document attendance at, or payments related to, an individual participating in a chaplain-led program in an unofficial capacity.

2. The Service member's spouse and children attending a Chaplain-led Program in an official capacity are authorized travel and transportation allowances as specified in the ITA.

**031902. Yellow Ribbon Reintegration Program Event**

The Yellow Ribbon Reintegration Program (DoDI 1342.28, "DoD Yellow Ribbon Reintegration Program (YRRP)," dated March 30, 2011) prepares Service members and their families for deployment; sustain their families during deployment; and helps reintegrate Service members with their families, communities, and employers upon re-deployment.

A. Eligibility. A Service member may designate, in writing, up to two individuals to attend an event. The Service member may change any or all of the designated individuals at any time. Only two designated individuals may attend each separate trip event. However, the Secretarial Process may authorize or approve more than two designated individuals in circumstances the Service Concerned deems appropriate. The designated individuals should be those whose presence at the event may contribute to the event's purpose.

B. Allowances. The AO may authorize travel and transportation allowances, in Chapter 2, for a Service member and any designated individuals attending an event in an official capacity. A Service member travels on a TDY order and a designated individual travels on an ITA.

**0320 Travel in the Event of Death**

When a DoD traveler dies while on TDY, the commander, commander's designee, or supervisor must follow applicable Departmental regulations to inform the deceased traveler's next of kin, or legal representative, of the allowances available in this situation. When a Service member dies, the designated casualty assistance office must be immediately notified. The DoD Component must render all reasonable assistance in arranging for the preparation and transportation of the traveler's remains, the return of any personal property from the TDY location to the PDS, the finalization of any expenses related to the TDY (for example, checking out of a hotel room, returning a rental car) and assisting any beneficiary in completing and filing a final travel claim for the travel involved. When a traveler dies in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or a monetary allowance in lieu of transportation (MALT) accrues from the PDS, old station, or last TDY location, as appropriate, to the place of death, limited to the Defense Table of Official Distances (DTOD) distance.

**032001. Escort for Remains of a Deceased Service Member**

A. Authority.

1. Procedures for transporting the remains of a deceased Service member are established