

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

**AIR FORCE RESERVE COMMAND
MISSION DIRECTIVE 039**



10 JULY 2023

Mission Directive

MEMORIAL AFFAIRS SQUADRONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Sandra I. Vandiviere, GS-15)

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This Mission Directive implements guidance in AFI 38-101, *Manpower and Organization*. It delineates the mission, command relationships, and responsibilities of the Memorial Affairs Squadrons. The Mission Directive applies to individuals assigned to HQ AFRC. It does not apply to Regular Air Force, Space Force, or ANG units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System and Records Disposition Schedule. Contact supporting records managers as required. Refer recommended changes and questions about this publication to the OPR using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Submit requests for waivers through the chain of command to the publication OPR for non-tiered compliance items. This publication may not be supplemented or further implemented or extended.

SUMMARY OF CHANGES

This publication has been revised to update the purpose, and the references section.

1. Mission. The Air Force Reserve Command Memorial Affairs Squadrons provides trained and proficient citizen Airmen personnel to conduct Mass Fatality Support through the full range of military operations, peacetime mass fatalities, contingency and wartime operations. Manages port mortuary operations for processing human remains and personal effects to fulfill the nation's sacred commitment of ensuring dignity, honor and respect to the fallen and care, service and support to their families.

2. Command. The Commander:

- 2.1. Reports to their assigned AFRC Mission Support Group.
- 2.2. The Commander exercises administrative control over assigned forces.

3. Responsibilities.

- 3.1. Execute commander's responsibilities as outlined in AFI 1-2, *Commander's Responsibilities*.
- 3.2. Provides oversight and execution of the mission.

JOHN P. HEALY, Lt Gen, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTIVE INFORMATION

References

AFI 1-2, *Commander's Responsibilities*, 8 May 2014

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 38-101, *Manpower and Organization*, 29 August 2019

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*