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MORTUARY AFFAIRS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 34-2, *Air Force Community Service Programs,* Joint Publication 4-06, *Joint Tactics, Techniques, and Procedures for Mortuary Affairs in Joint Operations,* DoD Directive 1300.15-D, *Military Funeral Support*, 30 Sep 85, DoD Directive 1344.8-D, *Interment Allowance for Deceased Active Duty Personnel,* 25 Sep 78, and 4515.13-R, *Air Transportation Eligibility, Nov 94*, by providing guidance for remains disposition of Air Force and other eligible personnel, identification of remains, military funeral honors, guidance and procedures for search and recovery (S&R), government cemeteries and headstones, government mortuary facilities, procurement of supplies, contract mortuary services, case file maintenance, records administration and disposal, and reimbursable supplies and services. All Air Force military and civilian personnel (includes Air Force Reserve Command (AFRC) and Air National Guard (ANG) units and members) must comply with this publication. This instruction does not apply to the Casualty Assistance and Civil Defense Programs. It may be supplemented. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule.* This instruction is effected by the Paperwork Reduction Act of 1974, as amended 1996.

(MACDILL) AFI 34-242, 8 February 2001, is supplemented as follows: This supplement establishes policy, lists responsibilities, states the framework for planning, training, and use of the MacDill Air Force Base (AFB) Honor Guard, and provides guidance on proper uniform administration. It applies to all units assigned to the 6th Air Mobility Wing (6 AMW) and tenant units that participate in the Base Honor Guard Program. This supplement applies to Air National Guard (ANG), United States Air Force Reserve Units, and Individual Mobilization Augmentees (IMA) when participating in the honor guard program.

SUMMARY OF REVISIONS

This change will clarify the ineligibility of certain persons for burial in Government cemeteries and when the ineligibility issue will be addressed. A bar (|) indicates revisions from the previous edition. See the last attachment for the complete IC.

(MACDILL) This revision supplements a new basic; therefore, it must be reviewed in its entirety.

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Chapter 1

THE MORTUARY AFFAIRS PROGRAM

1.1. Overview. The Air Force Mortuary Affairs program provides for the logistics functions incident to the recovery, identification, care and disposition of remains of certain deceased personnel and assists next of kin (NOK). This program is divided into the following:

1.1.1. **The Current Death Program.** Provides for the care of certain deceased personnel, shipping or delivering remains to a place designated by the NOK or to the proper authority. The Current Death Program operates primarily during peacetime, but may continue during a major military operation if tactical operations and logistics permit.

1.1.2. **The Contingency/Wartime Operations Program.** Includes Concurrent Death & Temporary Interment (Graves Registration).

1.1.2.1. **Concurrent Death Program.** The preferred method of handling remains during periods of conflict. It should be activated when the current death program capabilities are exceeded, yet conditions do not require temporary interment. It provides for the search, recovery, and evacuation of remains to a mortuary, where remains are identified and prepared as directed by the NOK and shipped to the final destination for permanent disposition.

1.1.2.2. **Temporary Interment.** Provides for search, recovery, tentative identification, and evacuation of deceased personnel to temporary burial sites. This program should only be initiated when all other options have been exhausted.

1.1.3. **The Personal Property Program.** Provides for disposition of personal effects and property of missing, captured, and deceased Air Force military and civilian personnel (AFI 34-244, *Disposition of Personal Property*).

1.1.4. **The Installation Honor Guard Program.** Provides for the rendering of ceremonial honors and military funeral honors. Refer to **Chapter 8**, and AFMAN 36-2865, *Protocol, Honors and Ceremonies* for training and procedural guidance.

1.2. Authorities and Responsibilities.

1.2.1. **Headquarters United States Air Force, Director of Services (HQ USAF/ILV).** Establishes policy for the Mortuary Affairs Program.

1.2.2. **Headquarters Air Force Services Agency, Mortuary Affairs Office (HQ AFSVA/SVOM).**

1.2.2.1. Exercises staff surveillance and operational control over all phases of the worldwide program and develops procedures, techniques, and mortuary processes for operations.

1.2.2.2. Develops the Statement of Work for mortuary service contracts and monitors Air Force in-house mortuary facilities for compliance with established procedures.

1.2.2.3. Controls and monitors the Mortuary Services Centrally Managed Account and conducts appropriate audits. Manages the Federal Supply Class 9930, and Table of Allowance 405. Reviews claims and makes payment recommendations for funeral, interment, and transportation expenses. Conducts a review, as necessary, to evaluate the adequacy of the interment allowance amount and reports the findings to the Department of Defense (DoD).

1.2.2.4. Provides technical and specialized assistance at installation or major command (MAJCOM) request, for search and recovery (S&R), identification of remains, preparation and disposition of remains, and any other mortuary affairs related concern.

1.2.2.5. Receives the following forms:

1.2.2.5.1. AF Form 697, **Identification Findings and Conclusions**, with supporting documents

1.2.2.5.2. AF Form 1801, **Postmortem Dental Record**

1.2.2.5.3. AF Form 1802, **Antemortem Dental Record**

1.2.2.5.4. AF Form 1803, **Dental Identification Summary Report**, with supporting documents

1.2.2.5.5. DD Form 1375, **Request for Payment of Funeral and/or Interment Expenses**, with bills

1.2.2.5.6. Standard Form 1034, **Public Voucher for Purchases and Services Other Than Personal.**

1.2.2.6. Provides disposition instructions to port mortuaries on overseas deaths when NOK resides in Continental United States (CONUS).

1.2.3. **The MAJCOM Commander.**

1.2.3.1. Directs and controls the mortuary affairs program within that command and designates a supervisor for Mortuary Affairs from the MAJCOM Services staff.

1.2.3.2. Outside CONUS, designates the senior mortician, the supervisor for the command or the area served by the mortuary.

1.2.4. **The MAJCOM/SV.**

1.2.4.1. Periodically reviews installation mortuary and search and recovery plans.

1.2.4.2. Ensures that installations adhere to the requirements in this publication for the appointment of mortuary officers.

1.2.4.3. Ensures installations comply with this publication concerning procedures for case file documentation and review.

1.2.4.4. Ensures support agreements are in place between active duty and Air Reserve Component (ARC) Services units.

1.2.4.5. Must inspect installation mortuary programs and case files.

1.2.4.6. Must emphasize the importance of completing mortuary scenarios during installation exercises.

1.2.4.7. Ensures memorandum of understanding are in place between bases and local civil authorities (**Attachment 4**).

1.2.4.8. ANG/SVX will be treated as a MAJCOM to include required distribution of reports.

1.2.5. **The Installation Commander.**

1.2.5.1. Administers the installation mortuary affairs program.

1.2.5.2. Appoints by letter, the mortuary officer and at least one alternate (preferably a field-grade officer or equivalent-grade civilian). The mortuary officer is the installation's services commander, director, or deputy, with the exception of Travis and Dover Air Force Bases, where the port mortuary director shall concurrently be the mortuary officer.

1.2.5.3. The alternate mortuary officers should be individuals who possess the qualities of maturity, experience and sensitivity and be able to effectively and proficiently perform when a death occurs in the absence (illness, annual leave, temporary duty (TDY)) of the primary mortuary officer.

1.2.5.4. Designates S&R teams that will function under the supervision of the mortuary officer as part of the base disaster response force.

1.2.5.5. Ensures S&R team members are properly trained and knowledgeable in their responsibilities regarding recovery of remains. Team members should be evaluated at least semi-annually during base level exercises.

1.2.5.6. Ensures the installation coordinates its mortuary and S&R plans with supporting organizations and agencies.

1.2.5.7. Appoints Summary Court Officers (See AFI 34-244).

1.2.5.8. Ensures mortuary officers, alternates and technicians receive formal mortuary training through Air Force Institute of Technology (AFIT) and HQ AFSVA as appropriate.

1.2.6. **The Mortuary Officer and Alternates.**

1.2.6.1. Assists the installation commander and implements the installation's mortuary affairs program. *NOTE:* The primary or alternate mortuary officer is on call after duty hours, exempt from additional duties outside the Services function, and must not be tasked as a "Casualty Notification Officer".

1.2.6.2. Establishes a mortuary case file for each entitled deceased person. Completes and signs Air Force Form 57, **Mortuary Guide**, for deceased personnel.

1.2.6.3. Makes the initial contact with the NOK and briefs the mortuary entitlements and services provided by the Air Force. Use the NOK Briefing Guide (**Attachment 11**).

1.2.6.4. Verifies eligibility of a reported death and sends the initial and supplemental death reports.

1.2.6.5. Selects an escort, if the NOK has not requested someone by name, and briefs the escort on duties.

1.2.6.6. Assists the NOK with travel arrangements to attend the funeral, with completing and filing travel vouchers, and with processing claims for payment. Ensures only authorized services and items are reimbursed.

1.2.6.7. Develops a written plan for the implementation and execution of the mortuary affairs program and for S&R operations, including the identification and handling of remains in aircraft mishaps and disasters occurring on and off base. The plan should include:

1.2.6.7.1. A list of S&R team members and support agencies including, but not limited to, MAJCOM/SVX, HQ AFSVA/SVOM, base transportation, medical and disaster response team.

1.2.6.7.2. Team reporting and departure locations and whom the team reports to.

1.2.6.7.3. Clothing, other attire and equipment requirements.

1.2.6.7.4. Transportation requirements for the team and remains, including major travel routes. Routes through main base and housing areas should be avoided.

1.2.6.7.5. Safety and security procedures for personal property.

1.2.6.7.6. Facilities for holding, identifying, and examining remains.

1.2.6.7.7. Provisions for the temporary refrigeration of the remains and necessary transportation from point to point.

1.2.6.7.8. Details stating how other agencies fit into the disaster operation and coordination of the plan with appropriate agencies.

1.2.6.8. Supervises the recovery team. Coordinates all actions related to search and recovery.

1.2.6.9. Ensures remains are positively identified using scientific means if they are non-viewable or have suffered trauma.

1.2.6.10. Inspects remains prior to shipment to final destination. (Not applicable to overseas installations).

1.2.6.11. Coordinates all actions related to the disposition of remains, military honors program and summary court officer actions.

1.2.6.12. Establishes support agreements between active duty and Air Reserve components (ARC).

1.2.6.13. Provides recurring training for alternate mortuary officers so they can effectively and proficiently perform mortuary duties when a death occurs during the primary mortuary officer's absence.

1.2.6.14. Establishes memorandum of understanding between base and civil local authorities.

NOTE: All responsibilities of the mortuary officer (and alternate) can be delegated to the mortuary non-commissioned officer (NCO) or technician with the exception of briefing the NOK, ensuring remains are positively identified, inspecting remains, responsibility for the search and recovery team and making annual inspections of contract funeral homes.

1.3. Program Funding. The Mortuary Services Centrally Managed Account pays authorized expenses. Refer to **Attachment 2** for Mortuary fund account codes.

1.3.1. **Authorized expenses.**

1.3.1.1. Travel and per diem for:

1.3.1.1.1. Military escorts or special escorts for deceased Air Force military personnel. *NOTE:* Only one escort is authorized.

1.3.1.1.2. Attendants or guardians for a dependent who is incapable of traveling alone, such as a minor child, an elderly parent, or a spouse under medical care or physical limitations who cannot travel alone.

1.3.1.1.3. NOK to attend the funeral.

1.3.1.1.4. HQ AFSVA/SVOM personnel to provide assistance in technical, operational, and administrative matters for the Air Force Mortuary Affairs Program.

1.3.1.2. Expenses for recovering, segregating, and identifying remains, and replenishing supplies used during an actual S&R operation.

1.3.1.3. Commercial communications such as overnight express mail for communications with NOK, funeral homes, and all charges for service and calls for telephone pagers, and cellular phones for the installation primary and alternate mortuary officers. *NOTE:* O&M funds will be used for the initial purchase of pagers and cellular phones.

1.3.1.4. Mortuary services, including expenses for removing, preparing, wrapping or dressing, and casketing of remains, the specification solid hardwood or 18 gauge metal sealer casket, and the outer shipping container.

1.3.1.5. Cremation to include a specification solid bronze or walnut urn and engraving of nameplate.

1.3.1.6. Funeral, interment, and memorial service expenses not to exceed the authorized allowances.

1.3.1.7. Burial clothing, either civilian or military, to include military ribbons, badges, and insignia, and when necessary, cleaning of the burial clothing.

1.3.1.8. Interment flags, hardwood flag cases, and military register books.

1.3.1.9. Transportation, commercial or private, of remains.

1.3.1.10. Return of transfer cases from APODs to Air Force installations outside of CONUS (retirees included).

1.3.1.11. Payment of consulate fees for shipping documents and sealing the casket for the remains of active duty Air Force members, bonafide dependents of active duty members, civilian employees, and dependents of civilian employees.

1.3.2. **Related Expenses.** O&M funds pay for related expenses that are not authorized expenses using mortuary funds. These include:

1.3.2.1. Operation of Air Force mortuary facilities, to include civilian personnel, supplies, and equipment.

1.3.2.2. Travel of unit representatives, if assigned and not provided for in paragraph **1.3.1.1.2.** for dependents of deceased active duty members.

1.3.2.3. All costs incurred by installations and MAJCOMs for their honor guard programs, and the search and salvage of any Air Force mishap material, equipment, and wreckage.

1.3.3. **Personal property and effects.** Disposition and shipment costs are payable through permanent change of station (PCS) funds.

1.3.4. **Expenses for Army, Navy, Marine Corps, Coast Guard, and Foreign Personnel.** Each branch of service pays for expenses incurred for their personnel and the applicable foreign government pays for expenses incurred for their personnel.

1.3.5. **Reimbursable Cases Overseas.** US citizens, their dependents, and other individuals who die overseas and are not entitled to care of remains at government expense, may be prepared by a government mortuary on a reimbursable basis, based upon Department of State request.

Chapter 2

ENTITLEMENTS AND ELIGIBILITY

2.1. Eligible Deceased Persons and Their Entitlements. The following deceased persons are authorized entitlements under the Mortuary Affairs Program:

2.2. Military Personnel - Eligibility.

2.2.1. Active duty members of the regular Air Force not dropped from the roles prior to death.

2.2.2. Air Force Reserve and Air National Guard members who die on active duty, during inactive duty training or serving on funeral honors duty, while en route to or from inactive training or funeral honors duty, remaining overnight immediately before the commencement of inactive-duty training, or remaining overnight, between successive periods of inactive-duty training, at or in the vicinity of the site of the inactive-duty training or where funeral honors will be performed, if the site is outside reasonable commuting distance from the member's residence; or who die while hospitalized for a medical condition aggravated by or incurred while on active duty or inactive training. This includes Active Guard Reserve (AGR) full time ARC personnel. *NOTE:* To verify questionable eligibility, contact HQ Air Force Reserve Command (HQ AFRC/SVPM), Robins AFB GA, DSN 497-2103/0215, or HQ Air National Guard Readiness Center (HQ ANG/SVX), Andrews AFB MD, DSN 278-8166/8188, as applicable, for guidance.

2.2.3. Cadets of the Air Force Academy, or members and applicants accepted into the Air Force Reserve Officer's Training Corps who die while attending training camp, or while hospitalized for a medical condition aggravated by or incurred during training, or who die while en route to or from training.

2.2.4. Accepted applicants for enlistment in the Air Force who die while en route to report for active duty.

2.2.5. Any person discharged (not retired) from active duty enlistment while a patient in a United States Government hospital and remained a patient in the hospital to the date of death.

2.3. Entitlements. Deceased military personnel are entitled to the following: primary preparation costs, secondary (interment) costs, one escort, flag, hardwood flag case, and a memorial register book, full military honors, government furnished headstone, and interment in a government cemetery, a summary court officer, transportation of remains, and NOK travel.

2.3.1. **Primary Expense Items.** The NOK may request the Air Force provide for the care and shipment of the remains, or may elect to make their own arrangements.

2.3.1.1. **When the NOK Makes Arrangements.** If the NOK elects to make their own arrangements, the allowable amount will be no more than the Air Force would have paid, if a contract was in effect at the time and place where the death occurred. If there was no contract, the Air Force pays no more than $1,750 for the care of the remains, unless the NOK made arrangements prior to being briefed. In that case, HQ AFSVA/SVOM should be contacted.

2.3.1.2. **When the Air Force Makes Arrangements.** If the NOK elects to have the Air Force make arrangements, items provided for care and shipment of the remains, under the contract include:

2.3.1.2.1. Removal of the remains to the preparing funeral home; embalming, wrapping or dressing, and cosmetizing the remains; casketing in a specification 18 gauge metal sealer or solid hardwood casket, ten (10) copies of the certified State Death Certificate and shipment in an outer shipping container to the destination specified by the NOK.

2.3.1.2.2. Purchase burial clothing, either military uniform or civilian clothing, from clothing sales, when not available from the decedent's personal effects. The uniform includes insignia, ribbons, badges and other accouterments. To purchase burial clothing and accouterments from Army, Air Force Exchange Service (AAFES) use the DFAS-DE/OCP Mortuary Funding Authorization Letter with Government Purchase Card (IMPAC) account information to obtain military or civilian clothing. Include an itemized list of clothing items purchased and copies of receipts in the decedent's case file. For OCONUS**,** military uniforms, insignias, ribbons, and badges for remains being shipped from the overseas area will be provided by the APOD mortuary.

2.3.1.2.3. Cremation, if requested by the authorized NOK, including a specification solid bronze or solid walnut urn with engraved nameplate. The NOK completes AF Form 140, **Cremation Authorization and Disposition of Cremation**.

2.3.2. **Secondary (Interment) Expense Items.** Secondary expenses are incurred for arranging and conducting the funeral service. These items include miscellaneous expenses such as music, clergy, register book, acknowledgment cards, police escorts, limousines, utility vehicles, and flowers. Also included are cemetery expenses such as burial vault or outer enclosure, grave space, opening and closing the grave, installation of the government furnished head stone (setting fee), perpetual care and a commercially procured head stone. *NOTE:* The NOK receives copies of DD Form 1300, **Report of Casualty**. The cost of certified copies of death certificates is not reimbursable.

2.3.2.1. The maximum reimbursement for secondary expenses is as follows:

2.3.2.1.1. A maximum of $3,100 if the NOK consigns remains to a funeral home for services and inters in a nongovernment (civilian) cemetery.

2.3.2.1.2. A maximum of $2,000 if the NOK consigns remains to a funeral home for services and inters in a government cemetery. The allowance is less because there are no cemetery costs incurred by the NOK.

2.3.2.1.3. A maximum of $110 if the NOK consigns the remains directly to a government cemetery. The allowance is minimal, as the NOK incurs no funeral home or cemetery expenses, but may incur costs for flowers or an obituary notice.

2.3.2.2. If the NOK makes arrangements prior to the entitlements briefing, the following applies.

2.3.2.2.1. If NOK has made arrangements, but the remains have not yet been released to the funeral home, the mortuary officer promptly briefs the NOK of the entitlements.

2.3.2.2.2. If NOK has made arrangements and the remains have been removed and prepared by a funeral home prior to the entitlements briefing, advise the NOK that HQ AFSVA/SVOM evaluates the claim to determine the payment amount for services already completed. Brief NOK on the appropriate secondary allowance amount. Provide NOK a DD Form 1375, **Request for Payment of Funeral and/or Interment Expenses,** with a stamped, self-addressed return envelope for submission of their claim. Forward the claim to HQ AFSVA/SVOM for evaluation.

2.3.3. **Escorts.** (Also refer to AFPAM 34-259, *Escorting Deceased Air Force Military Personnel*)

2.3.3.1. **Escort Authorization.** Only one escort is authorized to accompany the remains or to hand carry the cremated remains of a deceased military member entitled to full mortuary benefits to the final destination.

2.3.3.2. **Escort Function.** The escort accompanies the remains from the shipping facility to final destination when the two places are not located in the same locale.

2.3.3.3. **Escort Designation.** The NOK requests, by name, a civilian or military "Special Escort" or requests the Air Force appoint a military escort.

2.3.3.3.1. If the NOK requests a retired member or someone on inactive duty status as the special escort, treat that person as a civilian.

2.3.3.3.2. If the Air Force appoints an escort, designate someone of equal or higher rank of the decedent. The escort is not required to be from the same squadron as the decedent. *NOTE:* The APOD is authorized to request personnel from other installations within a 100-mile radius, regardless of command, to provide escort support on a temporary duty basis.

2.3.3.3.3. The APOD arranges, when possible, for an Armed Forces representative or a State Department representative to meet remains shipped from CONUS to overseas, at the arrival point overseas and escort the remains to the final destination. When not possible, the APOD assigns an escort to accompany the remains from CONUS to final destination. The APOD notifies the US Defense Attache´ (DAO) of the nearest American Embassy in advance of the shipment of remains.

2.3.3.3.4. When remains are shipped between two overseas areas, the shipping installation, the APOD, or the receiving installation appoints an escort to accompany the remains to final destination.

2.3.3.4. **Escort Requests.** The mortuary officer approves military escort requests for a CONUS military member to escort a CONUS death, or a military member, assigned to the same overseas area as the decedent, to escort the remains from the APOD to CONUS destination. In this instance, the mortuary officer provides HQ AFSVA/SVOM and the APOD with the identification and travel itinerary of the selected escort. *NOTE:* If NOK requests a CONUS member, a member assigned to a different overseas area than the deceased member, or a member of another branch of service to escort an overseas deceased member, refer the request to

HQ AFSVA/SVOM for approval.

2.3.3.5. **Escort Transportation.**

2.3.3.5.1. Points of travel start at the place of assignment or residence, proceed to the shipping installation, then proceed to the final destination, and, finally, return to the place of assignment or residence.

2.3.3.5.2. Issue a separate transportation request for the escort to travel in coach class, whenever possible. Annotate the transportation request with "Escort for Remains." Issue the escort a round trip ticket or return transportation request. Include in the request the escort's name, grade, social security account number (SSAN), relation to deceased, the deceased members name, grade, SSAN, and date of death.

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

2.3.3.6. **Escort Travel Orders.** Prepare travel orders as follows and ensure a copy goes to DFAS/OCP:

2.3.3.6.1. Use DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel** for military members.

2.3.3.6.2. Use Invitational Travel Orders for civilians (Figure 2.1.) for a sample travel order.

2.3.3.7. **Account Fund Citations for escort travel.** **Attachment 2** lists accounting fund citations.

Figure 2.1. Sample Invitational Travel Order Format with Amendments for Commercial, Private Automobile, and After the Fact Travel.

(Appropriate Letterhead)

SPECIAL ORDER

(DATE)

TD-_____

(Name(s)) (Address) is/are invited to proceed on or about (Date)

from (his/her/their) residence to the (City, State) area to attend the funeral of (Name of Deceased), and upon completion return to (his/her/their) residence. Travel is authorized via

(insert mode of travel) and retain receipts or berth stubs for other reimbursable expenses, including official long distance telephone calls. These receipts and copies of transportation request, if used, will be filed with your claim voucher for reimbursement of expenses. **(insert After Fact statement)** . Per diem is authorized as prescribed in JFTR Vol. I, **Chapter 5**, Part C. Travel is necessary in the public service. AUTH: AFI 34-242. FUND CITE will be provided by DFAS-DE/OCP in funding authorization letter.

FOR THE COMMANDER

DISTRIBUTION "D"

DFAS/OCP

-----* * * * * * * ------

NOTES: Insert the following items as appropriate.

1. Modes of Travel:

Travel in privately owned automobile at the current rate is permitted. Transportation costs, per diem, and travel time are limited to travel by automobile. Obtain statement of travel mileage, ferry fares, toll charges, parking fees.

Travel is authorized via commercial air (coach only). If transportation is not procured by US Government transportation requests, you will be reimbursed for the actual transportation expenses. Obtain receipts and retain ticket stubs and seat or berth checks for travel by common carrier

2. After the Fact travel statement: Verbal orders of the commander __(DATE)__ are hereby confirmed. Exigencies precluded written orders in advance.

3. * Insert applicable fiscal year.

4. ** Insert appropriate Sub Account code

2.3.3.8. **Escort Duties.** Brief the escort on duties and proper attire, as outlined in AFPAM 34-259, *Escorting Deceased Air Force Military Personnel*. Provide the escort with the following:

2.3.3.8.1. A copy of AFPAM 34-259.

2.3.3.8.2. The authorized number of interment flags. Refer to paragraph **2.3.4.**

2.3.3.8.3. Two copies of DD Form 1375, **Request for Payment of Funeral and/or Interment Expenses.**

2.3.3.8.4. A copy of VA Form 40-1330, **Application for Headstone or Marker.**

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

NOTE: Do not ask a civilian escort to perform military escort duties. The civilian escort carries the authorized number of flags, the appropriate forms for the NOK, and dresses in civilian clothes. Do not provide an escort briefing if the escort is the NOK or a relative of the decedent. They have no escort responsibilities.

2.3.4. **Interment Flags and Hardwood Flag Cases.** A maximum of three flags and flag cases are authorized for each eligible death. Authorized recipients are the primary NOK (person having the right to direct disposition of remains, usually a spouse or a parent) and the secondary NOK (usually one or both parents). *NOTE:* See **Chapter 11** for additional flag and flag case information and procurement instructions. AFPAM 34-259 provides guidance for displaying, folding, and presenting the flag.

2.3.5. **Memorial Register Book.** A memorial register book is authorized for the memorial service arranged by the decedent's assigned installation. Following the service, the book is given to the NOK, if in attendance, or sent to the NOK. The remains are not present at an installation's memorial service.

2.3.6. **Military Funeral Honors.** The Air Force provides full military honors, to include an Air Force chaplain, and if eligible, a flyover. Areas of Responsibility (AOR) are apportioned by state and county. To access the list of AORS, go to **http://www-r.afsv.af.mil/**. This site identifies the installation responsible for providing honors. See **Chapter 8** for specific guidance on the military honors program.

2.3.7. **Government Headstone or Memorial Marker.** The Veterans Administration (VA) provides a headstone or marker at NOK request, but will not reimburse the NOK for the cost of a commercial headstone. The NOK receives VA Form 40-1330, **Application for Headstone or Marker**, from the escort.

2.3.8. **Interment in a Government (National) Cemetery.** **Attachment 3** provides National Cemetery locations. **Chapter 9** provides interment, and eligibility information.

2.3.9. **Personal Property and Effects.** The appointed summary court officer secures, inventories using AF Forms 1122 and 1122A, **Personal Property Inventory and Continuation Sheet**, and delivers or ships the property and effects to the authorized recipient at government expense. *NOTE:* AFI 34-244, *Disposition of Personal Property*, provides guidance and information on summary court officer appointment and duties, and disposition of personal property.

2.3.10. **Transportation of Remains and NOK Travel.** See **Chapter 5**.

2.4. Military Personnel - Other Circumstances.

2.4.1. **Deaths Within CONUS Occurring Away From Home Installations.**

2.4.1.1. When the death occurs aboard an aircraft, train or ship, the remains are removed at the first stop. The Mortuary Officer at the Air Force installation nearest this stop briefs the NOK, obtains disposition instructions, and arranges for mortuary services.

2.4.1.2. Personnel who die while absent without leave (AWOL) receive the same mortuary benefits as personnel who die on active duty, unless they are dropped from the active duty rolls prior to death.

2.4.1.3. An individual dropped from the rolls has no mortuary entitlements. The Air Force is not responsible for the remains, or for payment of expenses. Advise NOK they must arrange and pay for the disposition of the remains.

2.4.1.4. If the status is undetermined, ask the NOK to make all arrangements for care and disposition of the remains and have them submit a claim to the Air Force for evaluation and payment determination. HQ AFSVA/SVOM will determine the appropriate reimbursement.

2.4.1.5. When a member dies in a VA medical facility, the nearest active duty Air Force installation assumes mortuary affairs responsibility for persons entitled to full mortuary benefits.

2.4.2. **Body Not Recoverable (BNR).** When an active duty member is declared dead, but circumstances prohibit recovery of the remains, the decedent is entitled to a memorial service, military honors, and the authorized number of interment flags and flag cases. The VA provides a memorial marker for a government or a nongovernment cemetery memorial plot. Reimburse the NOK for memorial ser-

vice expenses not to exceed the amount allowed for a funeral with subsequent interment in a government cemetery. The NOK must file a claim for reimbursement within 2 years after the date of death or within 2 years of being notified of the death, whichever is later.

2.4.3. **Group Burials.** When two or more remains cannot be individually identified, they will be interred as a group in a government cemetery designated by HQ AFSVA/SVOM. See **Chapter 16** for additional information on group burials.

2.5. Other Categories of Deceased Personnel.

2.5.1. **Retired/Retained.** Any person on active duty for a period of more than 30 days, who is retired from active duty while a patient in a hospital and who dies during a continuous hospitalization is eligible for the same entitlements as active duty members, except there is no NOK travel entitlement to attend the funeral and no flyover is authorized. A Summary Court Officer (SCO) may be appointed on orders when the death occurs at a place or command under the jurisdiction of the Air Force and there is no legal representative or surviving spouse present.

2.5.2. **Air Force Retirees and their Dependents.** A retiree entitled to retired or equivalent pay or a bona fide dependent who dies while properly admitted to a military medical facility in the United States to include Alaska, Hawaii, the Commonwealth of Puerto Rico, and other territories and possessions of the United States, is eligible for limited remains transportation benefits. If the permanent residence is located where the death occurs, the transportation authorized is strictly local transportation. For OCONUS, shipment of a retiree or dependent on an Air Mobility Command (AMC) and/or chartered commercial aircraft (Space A). Bona fide dependent can also travel on the same aircraft to the port only. *NOTE:* Retirees and their dependents who die in a VA medical facility or a civilian hospital are not entitled to benefits at Air Force expense. Contact HQ AFSVA/SVOM with questions concerning eligibility. For those eligible, entitlements are:

2.5.2.1. Transportation of the remains from the place of death to a point no further distant than the last permanent residence (not home of record) within the 50 States, Commonwealth of Puerto Rico, and possessions and territories of the United States.

2.5.2.2. Interment in a Government Cemetery.

2.5.2.3. If a retiree, military honors at the place of interment, and a VA headstone or marker.

2.5.3. **Air Force Appropriated Fund (APF) and Nonappropriated Fund (NAF) Civilian Employees.** Employees, serving with or without a transportation agreement, including locally hired employees at an overseas duty station, who die while traveling on official business, or on a temporary duty assignment within or outside the continental United States, or are assigned at a permanent duty station outside the 50 states, or traveling to or from such station, are eligible for benefits. This includes ARC Air Technicians that are in technician status and who are TDY.

2.5.3.1. **APF Civilian Personnel.**

2.5.3.1.1. **If Death Occurs in CONUS.** Preparation, dressing and casketing of the remains at Air Force expense, not to exceed $250. The NOK can elect to use the contract funeral home or select a funeral home to prepare the remains. They are responsible for any costs over $250. The Air Force transports the remains, to include the outer shipping container, to the place of final disposition or to a point no further distant than the decedent's area of residence or official

duty station. The NOK can also file a Federal Workman's Compensation claim for up to $800 maximum.

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

2.5.3.1.3. **If Death Occurs In a Contingency Operation or In Connection With a Terrorist Incident.** A civilian employee who dies of injuries incurred in connection with the employee's service with an armed force in a contingency operation, or who dies of injuries incurred in connection with a terrorist incident occurring during the employee's service with an armed force is entitled to round trip transportation for one person to escort the remains, and presentation of the flag to the NOK and parent or parents. *NOTE:* The term contingency operation includes humanitarian operations, peacekeeping operations and similar operations.

2.5.3.2. **Non appropriated (NAF) Civilian Employees.** S&R, identification, preparation, restoration, cosmetics, cremation, dressing, casket, urn, outer shipping container, and transportation to the place of interment at a point no further distant than the last place of residence or assigned station within CONUS. All items and expenses to be furnished by the government, on a reimbursable basis, are billed to and funded by the employing non appropriated fund instrumentality (NAFI). These benefits are not provided to NAF employees who are family members of US military or civil service employees who would otherwise be entitled to such care and disposition of remains from APFs. See AFMAN 34-310, *Nonappropriated Funds Personnel Program Management and Administration Procedures.*

2.5.4. **Dependents of AF Active Duty Members.** Deceased dependents of AF active duty members are entitled to transportation to include the outside shipping container, from place of death to place of interment and consulate fees for shipping documents and sealing the casket. The sponsor or NOK must pay the cost for care and disposition of the remains.

2.5.5. **Dependents of APF Civilian Employees.** Dependents who die while residing at or traveling to or from the employee's permanent duty station outside the CONUS are entitled to transportation, to include the outside shipping container, from place of death to the place of interment or a point no further distant than the employee's last place of residence or assigned station within CONUS, and consulate fees for shipping documents and sealing the caskets. The sponsor or NOK must pay the cost for care and disposition of the remains.

2.5.6. **Dependents of NAF Employees.** Dependents who die while residing at or traveling to or from the employee's permanent duty station outside the CONUS are entitled to transportation, to include the outside shipping container, from place of death to the place of interment or a point no further distant than the employee's last place of residence or assigned station within CONUS and consulate fees for shipping documents and sealing the caskets. Expenses will be billed to and funded by the employing NAFI. The sponsor or NOK must pay the cost for care and disposition of the remains.

2.5.7. **Contract Personnel.** Outside CONUS, a government mortuary prepares the remains. Provisions in the decedents contract may cover all costs of preparation and transportation to the final desti-

nation. The Mortuary Officer should work directly with the decedent's supervisor and the servicing Civilian Personnel Office (CPO). The employer is responsible for obtaining disposition instructions from the NOK.

2.5.8. **American Red Cross and USO Employees Overseas.** The Air Force pays for preparing the remains of deceased Red Cross employees in a military mortuary, provides burial clothing and a specification casket, and ships to a CONUS APOD. The Air Force arranges for cremation, if requested, and provides a specification urn. The NOK is responsible for transportation arrangements and expenses from the APOD to the place of interment, and all funeral and interment expenses. The Air Force prepares and ships, on a reimbursable basis, the remains of dependents of Red Cross employees who die overseas.

2.5.9. **Foreign National Civilian Employees.** These 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 are entitled to benefits. The NOK pays the funeral and burial expenses. The Air Force pays for a contract funeral home in CONUS, a government mortuary outside CONUS, or a funeral home selected by the family to prepare and transport the remains. The Air Force transports remains to the deceased person's home or official station, or to a point no further distant. *NOTE:* If a contract funeral home prepares the remains, it will provide at minimal cost a non-specification casket and outer shipping case.

2.5.10. **US Citizens Who Die Outside the Continental United States (OCONUS).** For the purpose of this paragraph, Alaska and Hawaii are CONUS. Preparation of remains in a Government mortuary and transportation to a CONUS APOD mortuary is provided on a reimbursable basis, when the Secretary of Defense approves a Department of State request for such services (DoD Directive 4515.13R). Eligible persons include:

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

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

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

2.5.10.4. Any dependent of a United States citizen covered in this paragraph, provided the dependent is living outside the CONUS with that person at the time of death.

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

2.5.11. **Military Prisoners.** Military prisoners are those persons in Air Force custody at the time of death, excluding prisoners of war or internees. The Air Force pays the costs of preparing, dressing, casketing, and transporting to a final destination, as well as secondary (interment) costs. Escort, NOK travel, interment in a government cemetery, or government headstone are not authorized. *NOTE:* Prisoners awaiting appellate review may be entitled to all mortuary benefits. Contact HQ AFSVA/SVOM for guidance.

2.5.12. **Indigent or Unclaimed Persons.** These are persons who die on an Air Force installation and neither the NOK nor the local municipal authorities assume custody or provide disposition for the remains. Contact HQ AFSVA/SVOM for guidance.

2.5.13. **Enemy Prisoners and Aliens.** Prepare, dress, and casket in a minimum cost, non-specification casket remains of prisoners of war (POW) and interned enemy aliens who die while in Air Force

custody, as directed by HQ AFSVA/SVOM, and transport from the place of death to a cemetery designated by HQ AFSVA/SVOM.

2.6. Determination of NOK - Direct Disposition. NOK, in order of precedence, who are entitled to direct disposition of the remains (excluding guardians, committees, or agents).

2.6.1. The surviving spouse, if not divorced.

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

2.6.3. The father or mother, if not divorced. If divorced when the decedent was a minor, the custodial parent or legal guardian. If divorced after the decedent was of legal age, the eldest parent has the right to direct disposition.

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

2.6.5. Brothers and sisters over 18 years of age, in order of age.

2.6.6. Grandparents, in order of age.

2.6.7. 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.

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

2.6.9. A person standing in "Loco Parentis" to the deceased.

NOTE: A person challenging the right to disposition must provide certified documentary proof, such as a divorce decree or custody agreement, to substantiate their claim. If two or more persons (such as separated, but not divorced parents) claim the right to disposition and can't provide documentary support, suggest to them that they try to reach an agreement on disposition of the remains. If they cannot reach an agreement, advise them of their right to seek legal adjudication.

Chapter 3

MORTUARY OFFICER ACTIONS AND REPORTING REQUIREMENTS FOR ACTIVE DUTY DEATHS

3.1. In CONUS. The mortuary officer nearest the place of death carries out the tasks described in the following paragraphs.

3.1.1. **For Accidental Death.** The Mortuary Officer determines who has jurisdiction over the accident site and the remains.

3.1.1.1. Find out location and condition of remains at the earliest possible time.

3.1.1.2. Verify how positive identification (ID) was made if the decedent (deceased member) sustained disfiguring head or facial injuries.

3.1.1.3. Make sure that personnel do not make ID on circumstantial evidence, such as wallet contents or car registration. Such ID is not acceptable. The Air Force requires positive ID by scientific means such as dental, print, or deoxyribo nucleic acid (DNA).

3.1.1.4. Contact HQ AFSVA/SVOM, for ID assistance if local ID support is not available.

NOTE: Do not brief NOK on mortuary benefits prior to recovery and positive identification of the remains. However, in the interim keep the NOK informed daily on the progress of search and recovery and identification procedures.

3.1.2. **Obtain NOK Information.** Contact the Military Personnel Flight office (MPF) and obtain the NOK information listed in the deceased member's records.

3.1.2.1. Verify the NOK were notified of the death. When possible, contact NOK within two hours after notification.

3.1.2.2. Verify category of the decedent to determine the correct mortuary entitlements prior to briefing the NOK.

3.1.2.3. Obtain a list of the decedent's awards, decorations, and badges for the uniform and the hardwood flag cases. The installation rendering military honors will prepare the hardwood flag case(s). For burials at Arlington National Cemetery, the shipping base prepares the flag case(s).

3.1.3. **Request Summary Courts Officer (SCO) Appointment.** Request SCO appointment from the installation commander to assist the NOK with personal property disposition (see AFI 34-244).

3.1.4. **Submit the Initial Death Report (RCS: HAF-SVP(AR)9471).** Submit the initial death report by "IMMEDIATE" precedence AUTODIN message to HQ AFSVA RANDOLPH AFB TX//SVOM//. Additional addresses are DFAS-CENTER DENVER CO//OCP//, your MAJCOM//SVX//, and, if the decedent is a retiree, HQ AFPC RANDOLPH AFB TX//DPWCS//. (See Figure 3.1. for sample format). For aircraft accidents or multiple fatalities, include HQ USAF WASHINGTON DC//ILV//.

3.1.4.1. Report the death as soon as you learn of a death in the installations area of responsibility. Do not delay reporting a death while waiting for positive ID. If the ID has not yet been confirmed, report the death as "believed to be."

3.1.4.2. Include the following information:

3.1.4.2.1. Name, rank or grade, and SSAN, of the deceased active or retired military member or civilian employee. If the decedent is a dependent, the decedent's name, relationship to the sponsor, and the sponsor's name, rank, and SSAN.

3.1.4.2.2. Time, date, and place of death.

3.1.4.2.3. Status (use abbreviator words in **Attachment 6**), and location of remains.

3.1.4.2.4. Specify in detail whether or not there were or will be any search, recovery, and identification actions. If the decedent was an active duty member and the cause of death disfigured the members facial features, specify how the member was identified.

3.1.5. **Submit Supplemental Death Reports (RCS: HAF-SVP(AR)9472).** Send supplemental reports to HQ AFSVA/SVOM and your MAJCOM/SVX. (Figure 3.2.) Submit as many messages as necessary, using a "PRIORITY" status. Advise of changes in status and location of remains, and search, recovery, and identification actions. When tasking base for honors send INFO to DFAS-DE/OCP. For aircraft accidents or multiple fatalities, include HQ USAF WASHINGTON DC//ILV//.

Include the following information:

3.1.5.1. The decedent's full name, rank, and SSAN.

3.1.5.2. Names and locations of the receiving funeral home, cemetery, the base providing honors; and the names and travel arrangements for eligible NOK.

3.1.5.2.1. Date and place of birth.

3.1.5.2.2. Awards, decorations and badges.

3.1.5.2.3. Total Active Federal Military Service Date (TAFMSD).

Figure 3.1. Sample Format - Initial Death Report

(SAMPLE--Joint Message Format)

UNCLASSIFIED

01 01 160730Z MAR 99 OO PP UUUU SVOM160600

FROM: 1110 SVS BOLLING AFB DC//SVXM//

TO: HQ AFSVA RANDOLPH AFB TX//SVOM//

INFO: DFAS CENTER DENVER CO//OCP//

YOUR MAJCOM//SVX//

UNCLAS

SUBJECT: INITIAL DEATH REPORT - TSGT JOHN R. JAMES

1. JAMES, JOHN R., TSGT, 012-34-5678, USAF, ACTIVE DUTY.

2. 2145, 15 MAR 99, CITY HOSPITAL, ARLINGTON VA.

3. HOLD.

4. NOT APPLICABLE.

5. REMAINS IN HOSPITAL PENDING AUTOPSY TO BE PERFORMED 16 MAR 99, CANNOT OBTAIN

DISPOSITION INSTRUCTIONS AT THIS TIME.

DECEDENT'S PARENTS ARE REPORTEDLY AWAY ON VACATION AND HAVE NOT YET BEEN LOCATED.

6. TREVOR DEAN, COL/USAF/SVOM, 1234/MORTUARY OFFICER

3.1.6. **Locate Decedent's Personal Property.** Advise squadron commander of deceased to locate and secure the personal property pending the appointment of an SCO. If residence or property are located off base, contact the appropriate civil authority (i.e. coroner, police, fire, sheriff etc.)

3.1.7. **Brief the SCO.** Brief the SCO on duties. Provide the SCO with a copy of AFI 34-244, and when known, the name, address, and phone number of the authorized property recipient. Suspense SCO actions.

3.1.8. **Establish a Mortuary Case File** . Create a separate case file for each deceased person. Complete and sign AF Form 57, **Mortuary Guide**. Document all communications, actions and transactions concerning the case. **Chapter 13** provides guidance on how to maintain and close the case file. All records regarding care and disposition of the remains and personal property are placed in that file. For required Mortuary Case File Documents, refer to **Chapter 13**.

Figure 3.2. Sample Format - Supplemental Death Report.

(SAMPLE--Joint Message Format)

UNCLASSIFIED

01 01 181120Z MAR 99 PP PP UUUU SVOM180920

FROM: 1110 SVS BOLLING AFB DC//SVXM//

TO: HQ AFSVA RANDOLPH AFB TX//SVOM//

INFO: YOUR MAJCOM//SVX//

UNCLAS

SUBJECT: SUPPLEMENTAL DEATH REPORT - TSGT JOHN R. JAMES, SSN: 000-00-000

1. REMAINS ARE NOW READY. REMAINS TRANSFERRED TO CONTRACT FUNERAL HOME, 1955, 16 MAR 99.

2. PARENTS HAVE DIRECTED REMAINS BE CONSIGNED TO THE HILL FUNERAL HOME, 142 MAIN ST, MILLER OR 94022. INTERMENT WILL BE EFFECTED IN THE CRESTLAWN CEMETERY, MILLER OR. FULL MILITARY HONORS ARE DESIRED AT PLACE OF BURIAL.

3. SERVICE MEMBER BORN ON 18 JUL 1956 IN BROWNVILLE IN.

4. AFTR, AFAM, AFOEA, AAM, SAEMR

5. TAFMSD: 960310

6. ANTICIPATE REMAINS AND ESCORT WILL DEPART FOR OREGON VIA COMMERCIAL AIR AFTERNOON 19 MAR 99. ESCORT IS MSGT THOMAS W. JONES, ASSIGNED THIS INSTALLATION.

7. PARENTS ARE TRAVELING TO PLACE OF INTERMENT BY PRIVATE AUTO ON 19 MAR 99. ESTIMATED COST FOR PER DIEM AND MILEAGE IS APPROXIMATELY $283.00.

8. THIS IS FINAL REPORT IN THE DEATH OF TSGT JAMES.

TREVOR DEAN, COL/USAF/SVOM/1234, MORTUARY OFFICER

3.1.9. **Disposition Determination - Remains and Personal Property .** Determine the person(s) authorized to provide disposition instructions for the remains (paragraph **2.6.**) and the personal property (AFI 34-244), as it may not be the same person.

3.1.10. **Brief the NOK.** Brief the NOK on mortuary benefits and NOK travel entitlements. *NOTE:* NOK travel to attend the funeral does not apply to retired/retained members. Obtain disposition instructions for the remains and the personal property by one of the following methods, as appropriate.

3.1.10.1. Brief in person, if the NOK is in the local area. Complete AF Form 970, **Statement of Disposition of Remains**, and have the authorized NOK initial and sign where indicated on the form.

3.1.10.2. Brief by telephone, if the NOK is not in the local area. Send the NOK a confirmation letter (Figure 3.3), referencing the phone call and verifying the disposition instructions. Send the letter to the NOK by overnight express delivery. A copy of the letter and a memorandum for record, placed in the mortuary case file, will suffice for the AF Form 970.

3.1.11. **Assist NOK with Travel Arrangements** . Help NOK make travel arrangements to attend the funeral, if applicable.

3.1.11.1. Prepare Invitational Travel Orders (Figure 2.1.), citing authorized points and modes of travel. ***NOTE:*** If surviving spouse is an active duty member, complete DD Form 1610.

3.1.11.2. If appropriate, instruct the airline ticket office to wire Government-arranged airline tickets to the ticket counter at the airport nearest the NOK.

3.1.11.3. Assist the NOK with completing and filing DD Form 1351-2, **Travel Voucher or Subvoucher**, for travel expense payment.

3.1.12. **Contact Contract Funeral Home.** Upon NOK request, contact the Government-contract funeral home when the remains are ready to be released for preparation. Provide the contract funeral director with the following, as applicable:

3.1.12.1. The type of casket or urn selected by the NOK.

3.1.12.2. The name and address of the receiving funeral home.

3.1.12.3. The name of the escort.

3.1.12.4. The uniform or other burial clothing.

3.1.13. **Obtain Government Transportation Requests.** Obtain government transportation requests for the remains and the escort.

Figure 3.3. Sample Confirmation Letter to Next of Kin.

(Appropriate Letterhead)

_____

_____

_____

Dear _____,

This confirms your telephone conversation(s) of _____with_____ of this office. We will prepare, casket in a (an) _____casket, and ship to the _____ at Air Force expense. Interment will be in the _____, in accordance with your instructions. Military honors will be furnished by _____AFB. Your _____'s remains will be accompanied by _____. You will receive an allowance from the government toward payment of funeral expenses you incur. Reimbursement may not exceed $_____ for expenses incurred at the funeral home and the cemetery. The escort will give you forms to apply for this allowance and the application for the government furnished headstone or marker.

We will ship from _____ to _____ by commercial airline. Do not set the time and date of funeral. Nor should relatives come from a distance to attend services until you are notified by Air Force authorities of date and scheduled time of arrival at destination. The Air Force will pay your round trip travel to attend the funeral. Your _____'s personal property will be shipped to _____as you directed. If you have any questions, please call _____.

I extend my deepest sympathy to you in your great loss.

Sincerely,

3.1.14. **Arrange for Remains Reprocessing.** If civil authorities have transferred remains to a funeral home for postmortem examination and embalming without Air Force or NOK direction, arrange, if directed by the NOK, for the reprocessing, dressing, and casketing of the remains. Use the contract mortuary services or arrange services using a purchase order if there are no contract services near the place of death and the primary expense amount is more than the micropurchase amount. If under the micropurchase amount, use the Government Purchase Card (IMPAC). Ensure mortuary services and supplies conform to the Statement of Work (SOW), Armed Forces specifications, and conditions of Mortuary Services Contracts. See **Chapter 12** and **http://www-r.afsv.af.mil/** for information on SOW and contract requirements.

3.1.15. **Have Contractor complete DD Form 2063.** Ensure the contractor completes DD Form 2063, **Record of Preparation and Disposition of Remains** (within CONUS).

3.1.16. **Brief the Escort** . Brief the escort on duties (paragraph **2.3.3.**) and provide the escort with a copy of AFPAM 34-259*,* the authorized number of interment flags, and copies of DD Form 1375, **Request for Payment of Funeral and/or Interment Expenses**, VA-40-1330, **Application for Headstone or Marker**, and AF Form 1947, **Escort Report**.

3.2. Outside CONUS. The mortuary officer nearest the place of death proceeds as directed for a CONUS death, except for the following items:

3.2.1. **When the authorized NOK resides in CONUS.** HQ AFSVA/SVOM will brief the NOK on all mortuary entitlements, travel, and status updates on remains, obtain disposition instructions for the remains and the personal property, and provide applicable instructions to the overseas installation handling the death and applicable APOD, by Priority Precedence AUTODIN message.

3.2.2. **When the NOK resides overseas.** Provide HQ AFSVA/SVOM with the decedent's full name, rank, Social Security number, date and place of birth, disposition instructions, awards, decorations and badges, and TAFMSD, by priority precedence AUTODIN message, info applicable APOD at the earliest possible time. The mortuary officer:

3.2.2.1. Keeps the NOK briefed on all search, recovery, identification and mortuary actions.

3.2.2.2. Ensures that an overseas government mortuary facility prepares the remains, or ice them down in an aluminum transfer case, as applicable. Military aircraft will transport the remains to the appropriate CONUS APOD mortuary.

3.2.3. The APOD mortuary officer briefs the escort, prepares or reprocesses, dresses, caskets the remains, and arranges commercial transportation to destination for the remains and the escort.

3.2.4. If interment is overseas and NOK entitled to funeral travel are in CONUS, HQ AFSVA/SVOM briefs the NOK and arranges for transportation if travel is to an authorized overseas location.

Chapter 4

MORTUARY OFFICER ACTIONS FOR OTHER CATEGORIES

4.1. Eligibility Criteria. See **Chapter 2** for eligibility criteria and entitlements for all categories of deceased persons. The following paragraphs detail the duties of the mortuary officer for categories other than active duty personnel.

4.2. Retired/Retained Member.

4.2.1. Validate retired/retained status for eligibility and correct entitlements prior to briefing the primary NOK on entitlements. If you are unsure of the status contact HQ AFSVA/SVOM for assistance.

4.2.2. Report eligible deaths by "IMMEDIATE" precedence message to HQ AFSVA/SVOM, DFAS CENTER DENVER CO//OCP, your MAJCOM/SVX, and as required, info the applicable APOD.

4.2.3. Brief the primary NOK on active duty entitlements (**Chapter 2**), except this category is not eligible for NOK travel to attend the funeral or a flyover. Ensure proper criteria is met before appointment of an SCO. Provide the primary NOK the appropriate forms indicated in **Chapter 3**.

4.3. Dependents of Active Duty Members.

4.3.1. Validate dependency status for eligibility and correct entitlements prior to reporting death and briefing the NOK. *NOTE:* Neonatal deaths, not requiring issuance of a death certificate, contact HQ AFSVA/SVOM immediately for guidance.

4.3.2. Report eligible deaths by "PRIORITY" precedence message to HQ AFSVA/SVOM, DFAS CENTER DENVER CO//OCP, your MAJCOM/SVX, HQ AFPC RANDOLPH AFB TX//DPWCS, and as required, info applicable APOD. Provide disposition and NOK information.

4.3.3. Brief the NOK or the sponsor on the applicable transportation entitlement, and provide AF Form 969, **Request for Payment of Transportation Expenses for Deceased Dependent or Retiree**, and if a retiree, on military honors. Obtain an itemized transportation bill and completed AF Form 969. Request payment of authorized expenses on SF Form 1034, **Public Voucher for Purchases and Services Other Than Personal**, through DFAS-DE/OCP..

4.3.4. When a military dependent dies overseas and is to be prepared in a government mortuary facility, brief the sponsor on reimbursable costs for preparation and casket. Complete DD Forms 2065, **Disposition of Remains-Reimbursable Basis**, and DD Form 1131, **Cash Collection Voucher**, as applicable. Following payment or reimbursement, complete and forward a copy of a cost data worksheet (**Attachment 2**) to DFAS-DE/OCP.

4.4. Retirees or Retiree Dependents.

4.4.1. Validate the decedent's status.

4.4.2. Report eligible deaths by "PRIORITY" precedence message to HQ AFSVA/SVOM, DFAS CENTER DENVER CO//OCP, your MAJCOM/SVX, HQ AFPC RANDOLPH AFB TX//DPWCS, and as required, info applicable APOD. Provide disposition and NOK information.

4.4.3. Brief the retiree's NOK on the remains transportation entitlement and on military honors.

4.4.4. Obtain an itemized transportation bill and complete a SF Form 1034 for payment, by DFAS-DE/OCP. Following payment, complete and forward a copy of the Cost Data Worksheet to DFAS-DE/OCP.

4.5. Air Force APF or NAF Civilian Employees or Their Dependents.

4.5.1. Validate the decedent's status.

4.5.2. Brief the NOK on entitlements.

4.5.3. Report eligible deaths by "PRIORITY" precedence message to HQ AFSVA/SVOM, DFAS CENTER DENVER CO//OCP, your MAJCOM/SVX, HQ AFPC RANDOLPH AFB TX//DPWCS, and as required, info applicable APOD. Provide disposition and NOK information.

4.5.4. Complete a cost data worksheet (**Attachment 2**) and forward a copy, with copies of the payment documents, to DFAS-DE/OCP and HQ AFSVA/SVOM.

4.6. Contract Engineering or Technical Representatives.

4.6.1. Validate decedent's status.

4.6.2. Report eligible deaths by "PRIORITY" precedence message to HQ AFSVA/SVOM, DFAS CENTER DENVER CO//OCP, your MAJCOM/SVX, HQ AFPC RANDOLPH AFB TX//DPWCS, and as required, info applicable APOD. Provide disposition and NOK information.

4.6.3. 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.

4.6.4. If the Air Force incurs expense, complete and forward a Mortuary Affairs Cost Data Worksheet (**Attachment 2**) to DFAS-DE/OCP and HQ AFSVA/SVOM.

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

4.8. Red Cross and USO Employees or Their Dependents Outside of CONUS. Advise Red Cross of the death, brief NOK on entitlements and obtain disposition instructions.

4.8.1. Report the death same as in paragraph **4.3.2.** Provide disposition instructions to the APOD mortuary and HQ AFSVA/SVOM. Info applicable APOD mortuary.

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

4.8.3. Complete a cost data worksheet using the format at **Attachment 2** and forward copies, along with copies of payment or reimbursement documents, to DFAS-DE/OCP and HQ AFSVA/SVOM.

4.9. United States Citizens Outside CONUS.

4.9.1. Upon receipt of an approved request from the State Department, arrange to move the remains to the nearest government mortuary for preparation and transportation on a reimbursable basis.

4.9.2. Report eligible deaths by "PRIORITY" precedence message to HQ AFSVA/SVOM, DFAS CENTER DENVER CO//OCP, your MAJCOM/SVX, HQ AFPC RANDOLPH AFB TX//DPWCS, and as required, info applicable APOD. Provide disposition and NOK information.

4.9.3. Complete the cost worksheet and forward, along with copies of payment or reimbursement documents, to DFAS-DE/OCP and HQ AFSVA/SVOM. (**Attachment 2**).

4.10. Military Prisoners .

4.10.1. Brief the NOK on entitlements and obtain disposition instructions.

4.10.2. Report eligible deaths by "PROIRITY" precedence message to HQ AFSVA/SVOM, DFAS CENTER DENVER CO//OCP, your MAJCOM/SVX, HQ AFPC RANDOLPH AFB TX//DPWCS, and as required, info applicable APOD. Provide disposition and NOK information.

4.10.3. Arrange for preparation and transportation of the remains.

4.10.4. Complete a cost data worksheet using the format at **Attachment 2** and forward, along with copies of payment or reimbursement documents, to DFAS-DE/OCP and HQ AFSVA/SVOM.

4.11. Members of Another Branch of Service and Foreign Military Members.

4.11.1. Members of another branch of service (Army, Navy and Marine Corps) are entitled mortuary services and supplies paid for by the parent service. Upon the death of a member of another branch of service, near or on an Air Force installation, contact the parent service immediately. Provide assistance as requested which may include arranging for care of remains at a funeral home under contract with the Air Force and arrangements for transportation of remains and escort to final destination.

4.11.1.1. Parent service of the decedent will be responsible for validating eligibility, briefing NOK on mortuary entitlements, receiving disposition instructions, procuring and supplying burial clothing, interment flag(s) and escort for remains. The parent service will also provide fund citation for preparation and shipment of remains. The parent service will also receive DD form 1375 from the NOK for review and payment of authorized secondary expenses.

4.11.2. United States Coast Guard (USCG). The care of deceased USCG personnel shall be arranged in the same manner as members of another branch of service.

4.11.2.1. The USCG is responsible for all actions as stated in paragraph **4.11.1.1.** All funeral home invoices should be forwarded to the USCG activity requesting assistance.

4.11.3. Foreign military members. Upon the notification of the death of a foreign military member notify Air Force Security Assistance Training Squadron, Training Operations (AFSAT/TO), Randolph AFB TX and HQ AFSVA/SVOM. AFSAT/TO will notify higher headquarters, foreign government and Air Force AttachÈ Affairs Office (SAF/AFAAO) when necessary. Provide requested assistance which may include arranging for care of remains at a funeral home under contract with the Air Force and arrangements for transportation of remains and escort to final destination. Preparation, shipment and/or cremation may only be effected upon receipt of authorization from NOK or authorized representative. Religion and culture may dictate certain types of disposition. Consult with AFSAT/TO and HQ AFSVA/SVOM for instructions.

4.11.3.1. International Military Education and Training (IMET) foreign military trainees. IMET funds from the decedents Invitational Travel Orders (ITO) will be cited to defray costs of preparation and shipment of remains (unescorted) to the home country.

4.11.3.2. Foreign Exchange Officers. The appropriate government pays all expenses incident to preparation and shipment of remains. The preparing mortuary may submit claims to the appropri-

ate foreign embassy representative in Washington D.C. A full listing of consulates may be obtained in the *National Yellow Book of Funeral Directors.*

4.12. Nonrecovered Remains.

4.12.1. **Body is Not Recovered (BNR).** A nonrecovered BNR is any individual who has been declared dead and circumstances or conditions do not permit recovery of the remains.

4.12.1.1. HQ AFSVA/SVOM maintains suspense records on cases where remains are not recovered, and gathers and stores all statistical data on each nonrecovered individual for use in future search, recovery and identification.

4.12.1.2. The mortuary officer provides HQ AFSVA/SVOM by "IMMEDIATE" precedence message a summary of the S&R efforts, circumstances explaining why remains are not recoverable at the present time, and information concerning probability of additional S&R actions and recovery at a later date. Include your MAJCOM/SV and HQ AFPC//DPWCS, as an information addressee on all summary messages. Information addresses will be "PRIORITY" precedence. If and when search efforts are resumed or the remains are recovered at a later date, notify HQ AFSVA/SVOM by "IMMEDIATE" precedence message of such events and circumstances.

4.12.1.3. Brief the NOK on BNR status and memorial service entitlements.

4.12.2. **Memorial services.** Memorial services and the presentation of flag(s) at a memorial service will be according to AFMAN 36-2865 , *Protocol, Honors and Ceremonies.*

4.12.3. **Flag.** A flag(s) with flag case(s), for memorial purposes will be furnished accordingly:

4.12.3.1. The person (NOK) entitled to direct disposition of remains.

4.12.3.2. The father and mother (if other than the NOK); or if legally divorced or separated, one flag to each parent.

4.12.3.3. The mortuary officer who delivers or mails the flag to the NOK will also furnish flag(s) to the parents.

4.12.4. **Memorial Plots and Markers in Government Cemeteries.** Memorial plots, where memorial markers may be erected, can be set aside in government cemeteries. VA Form 40-1330, **Application for Headstone or Marker**, will be submitted by the NOK for memorial plots and markers in government cemeteries.

4.12.5. **Memorial Markers in Nongovernment Cemeteries.** VA Form 40-1330 will be submitted for memorial markers to be erected in a nongovernment cemetery.

4.12.6. **Purchase of a Memorial Marker.** NOK may elect to purchase a memorial marker from a commercial source for erection in a nongovernment cemetery.

Chapter 5

TRANSPORTATION OF REMAINS

5.1. Responsibilities for Transportation of Remains. Specific information on transportation of remains from the place of death to the place of interment include:

5.1.1. **Outside CONUS.** For remains outside CONUS, AMC aircraft transport remains, to the CONUS APOD mortuary. Unless directed otherwise by NOK, move all remains eligible for transportation at government expense to the APOD on the first available aircraft, on a space required basis. Casketed infant/child remains are to be transported by commercial carrier direct to destination from United States Air Forces in Europe (USAFE). *NOTE:* Contact HQ AFSVA/SVOM for assistance in diverting a flight to the area if there is no scheduled flight or if the movement of remains is delayed for 18 or more hours.

5.1.2. **From the APOD** . For remains at APOD, the mortuary officer and the transportation officer determine the method of shipment between the port and final destination. If feasible, ship remains to the final destination within 24 hours after arrival at the port.

5.1.3. **Within CONUS** . For remains within CONUS, the mortuary officer at the place of death, in conjunction with the transportation officer, determine the method of shipment to the final destination within CONUS, or to the appropriate APOD, if outside CONUS. Contact the APOD mortuary officer for the requirements for shipping to a foreign country.

5.1.4. **Movement of Remains From Place of Death.** Initial movement of remains is accomplished in the following manner:

5.1.4.1. **On Base - Mass Fatalities/Aircraft Mishaps.** Military Treatment Facility (MTF) personnel will transport injured personnel to the nearest MTF with appropriate medical facilities. The obviously deceased and those pronounced dead at the scene will remain at the site of death pending investigation completion. Remains will be disturbed as little as possible so as not to destroy evidence. Mortuary Affairs personnel will transport fatalities to the nearest facility with a morgue as determined by the MTF commander following remains release by the on-scene commander. MTF personnel may assist if it will not interfere with patient care activities.

5.1.4.2. **On Base – Individual Fatalities:** The deceased will be pronounced dead by a physician at the site or MTF. If it is determined an autopsy is not required, Mortuary Affairs personnel will arrange for the transportation of remains to the appropriate location (contract funeral home or government mortuary) If an autopsy is required, the agency responsible for transporting remains will be determined by a local agreement, due to varying capabilities at each installation.

5.1.4.3. **Off Base.** In the event of an off-base death, local civil authorities exercise control over the movement of remains. Once local authorities release the remains, a determination must be made if an autopsy is to be done by the **military authorities** (aircraft accident, suspicious death). If negative, the remains are transported by mortuary affairs personnel from the place of death or local holding site to the contract funeral home or government mortuary**.** ***If affirmative, the agency responsible for moving remains will be determined by a local agreement at each installation.***

5.2. Modes of Shipment.

5.2.1. **Government Aircraft.** Use government aircraft when possible, to ship between overseas points and to a CONUS APOD. Move the remains to the final destination as quickly as possible.

5.2.1.1. Transport uncasketed remains located overseas by government aircraft in an aluminum transfer case between overseas points and to the APOD. The APOD cleans the aluminum case and returns it to the overseas area.

5.2.1.2. Do not delay or off-load en route except in a case of extreme emergency or as required by operational transfers and routing.

5.2.1.3. Do not move remains to any CONUS base other than the APODs without prior approval of HQ AFSVA/SVOM, except when diversion of the flight is necessary because of weather or other adverse flying conditions.

5.2.2. **Commercial Aircraft.** Arrange shipment on commercial aircraft, using a Government transportation request, or commercial documentation as appropriate, for movement within CONUS. Outside CONUS, use commercial aircraft only if there is no Government aircraft available or their use is not practical.

NOTE: Do not move remains by government aircraft within CONUS except for removal of remains from an accident site to the nearest adequate military installation for medical examination.

5.2.3. **Hearse or Service Car.** Use a hearse or a service car for overland transportation within CONUS, if commercial air is not available or the cost for air travel is greater than the cost for overland transport. Also, use overland transportation within and outside CONUS, if requested by the NOK and they agree to pay any costs in excess of the cost to the government to transport the remains by air.

5.3. Unusual Points of Shipment.

5.3.1. **Stopover Requests.** Arrange transportation to a stopover location for a funeral service en route to the place of final interment, if requested by the authorized NOK. The cost for transporting remains from the common carrier terminal to the funeral location and back to the common carrier terminal is a NOK expense. Contact HQ AFSVA/SVOM for clarification.

5.3.2. **Direct Consignment to a Government Cemetery.** Advise the Superintendent of the selected government cemetery or the commander of the Air Force installation cemetery of the direct consignment request. Cemetery representatives engage a funeral home to receive the remains at the common carrier, store the remains, as necessary, and deliver them to the cemetery.

5.3.2.1. The funeral director submits the itemized invoice to the government cemetery superintendent or to the commander of the installation cemetery concerned.

5.3.2.2. The government cemetery superintendent forwards the invoice to the mortuary officer for payment processing.

5.3.3. **Disinterment and Transportation of Remains.** Remains temporarily interred by the government due to local health laws or inability to contact the authorized NOK for disposition, can be disinterred and transported at government expense.

5.3.3.1. Remains interred by the government because the NOK refused, in writing, responsibility for disposition will not be disinterred and transported at government expense.

5.3.3.2. Remains interred as directed by the NOK will not be disinterred or transported at government expense.

5.3.3.3. Disinterment and transportation within CONUS requires special permission of the health authorities at the place of disinterment and in some instances at the point of destination. Enclose all disinterred remains in an airtight sealed container to prevent the escape of leakage and odors.

5.4. Special Transportation Requirements. Commercial carriers require the casketed remains be shipped in an outer shipping container. A wooden or lightweight outer shipping container protects the casket and the remains during shipment. This is an authorized transportation expense item. Use DD Form 1155, **Order for Supplies or Services/ Request for Quotations Number** to procure outer containers.

5.5. Payment of Authorized Transportation Expenses. Funeral homes submit unpaid invoices for transportation of the remains directly to the shipping installation for payment.

5.5.1. Provide transportation by military aircraft, on a reimbursable basis, for the remains of US citizens and their dependents from a place of death outside CONUS to the appropriate CONUS APOD when requested by the Department of State and approved as follows: (State Department request is not needed for deceased DoD affiliated personnel overseas entitled to transportation on a reimbursable basis.).

5.5.1.1. The US embassy or consulate in the area where the death occurred must make a request for military air transportation to the Department of State, Washington DC.

5.5.1.2. The Department of State submits the request to the Secretary of Defense (the approval authority) for consideration, as defined in DoD Directive 4515.13-R.

5.5.2. AMC traffic representative at the entry aerial port can provide the costs incurred for shipping the remains and the return of the transfer case to the overseas area.

5.6. Unpayable Transportation Expenses.

5.6.1. Transportation expenses for US Citizens and their dependents from the CONUS APOD mortuary to final destination, are not paid or reimbursed by the Air Force.

5.6.2. The NOK pays for the transportation of remains at a stopover location (from the airport to the funeral home and return to the airport). Include these expenses in the claim for secondary interment expense payment.

5.6.3. The NOK pays for the transportation of disinterred remains of a dependent from an overseas area.

5.6.4. The NOK pays for the transportation of remains of an in-law who is not a bona fide dependent who dies while living with the member or employee.

5.6.5. The NOK pays for the transportation of remains of retired members or their dependents to a place of burial outside the United States.

5.6.6. The NOK pays for transportation of remains for any retired member or their dependents who die while an outpatient of an Armed Forces medical facility.

5.7. Notification for Movement of Remains to the APOD. The AMC traffic representative at the originating terminal sends the remains movement notification immediately upon determination of the transportation schedule. Schedule changes are reported promptly. If a delay occurs en route, the airfreight officer at the station of delay notifies the APOD and other concerned offices of the reason for the delay and the new estimated time of arrival at the APOD. The shipping installation provides remains movement information by "PRIORITY" precedence AUTODIN message to the receiving APOD mortuary and the following offices:

5.7.1. HQ AFSVA RANDOLPH AFB TX//SVOM// for Contract Engineering and Technical Services (CETS) personnel, Air Force military and civilian personnel, including dependents of Air Force personnel.

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

5.7.3. MILMEDSUPPORFF GREAT LAKES IL//059A// for Navy military, civilian personnel, and dependents. Send an information copy to BUMED WASHINGTON DC//332//.

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

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

5.8. Remains Movement - Message Format.

5.8.1. Decedent's name, rank or grade, SSAN.

5.8.2. Status (active duty, dependent, employee, etc.)

5.8.3. Organization, employment, or sponsorship data

5.8.4. If a dependent, sponsor and relationship information.

5.8.5. Whether remains are in a transfer case or casket and are viewable or nonviewable

.

5.8.6. Transfer Case Number (TCN) if shipped to/from overseas.

5.8.7. Flight number, estimated time of departure, and estimated time of arrival at APOD.

5.8.8. Priority designator for return of transfer case, if applicable, and any other information that may assist the APOD.

5.8.9. Shipment information for remains of Air Force military personnel from CONUS to overseas or between two overseas points. The APOD mortuary officer, or the mortuary officer at the place of death, as applicable, notifies the NOK, the US Air AttachÈ Office, the receiving funeral director or government cemetery, HQ AFSVA/SVOM and MAJCOM/SVX of the movement schedule, at the earliest possible time.

5.9. Instruction Letter to the Receiving Funeral Home. The shipping installation or APOD Mortuary forwards a letter (Figure 5.1.) with the remains to the receiving funeral home. The letter advises the funeral director of the condition of the remains and payment information.

NOTE: If the remains are nonviewable, do not imply in the letter that the Air Force prohibits the opening of a closed casket after it arrives at the funeral home. It is the right of the NOK to have the casket opened unless restrictions are imposed by state law.

Mortuary funds cannot be cited for movement of remains for autopsy or other medical purposes. Mortuary funds can only be cited for movement of remains after the remains are released by local authorities to the preparing funeral home.

Figure 5.1. Sample Letter to the Receiving Funeral Home.

(Appropriate Letterhead)

Squadron/SVS

Consignment of Remains

Pearson's Funeral Home

0000 Main Street

Any Town KS 55555

1. The Air Force has consigned the remains of Captain John J. Doe to your funeral home in accordance with instructions received from Mrs. Jane Doe, 000 South Avenue, Any Town KS.

2. Captain Doe lost his life in an aircraft accident. As a result, mortuary personnel could not restore viewable tissue surfaces to the known antemortem appearance of the deceased. We request that you explain this matter to the family should they question the reason for a closed casket. (Note: When the remains are viewable, the mortuary officer doesn't need to provide the cause of death and condition of remains in the letter).

3. The Air Force has paid all expenses for preparing, casketing, and transporting the remains to Any Town. Further, the Air Force will pay for delivery of the remains from the common carrier terminal to your funeral home and for delivery from the funeral home to the cemetery. Mrs. Doe is responsible for paying all other expenses in connection with your funeral home or cemetery, or both. The Air Force provides her with an allowance to help defray these expenses.

4. Please send me your bill, in triplicate, for moving the remains from the common carrier terminal to your funeral home and from your funeral home to the cemetery.

Trevor Dean

Colonel, USAF

Mortuary Officer

5.10. NOK and Family Member Travel.

5.10.1. **NOK and Family Members Entitled to Travel.** NOK and family members entitled to travel to attend the funeral include:

5.10.1.1. The spouse, if not divorced.

5.10.1.2. Dependent, unmarried, legitimate children, stepchildren, and adopted children under 21 years of age, or who turned 21 while residing overseas with the member, after being transported overseas at government expense.

5.10.1.3. Unmarried illegitimate children, under 21 years of age, as follows:

5.10.1.4. Member admits parentage in writing.

5.10.1.5. Member is judicially decreed (by other than a foreign court) the child's parent.

5.10.1.6. Member 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).

5.10.1.7. Unmarried children listed above, over 21 years of age, who are mentally or physically challenged and, as a result, are dependent on the member for over one-half of his or her support.

5.10.1.8. Parents, if there is no spouse. This includes stepparents when there is no natural parent, adoptive parents, or any person including a former stepparent who stood in loco parentis to the member for at least five years before the member became 21.

5.10.2. **Authorized Travel To Attend the Funeral.** The Joint Federal Travel Regulation (JFTR), Volume I, Chapter 5, part C, authorizes round trip travel and prescribed allowances at Air Force expense for NOK to attend the funeral of members who die while on active duty and had served on active duty for a period of thirty days or more. *NOTE:* This section does not apply to families of members whose remains are repatriated from the Vietnam conflict era.

5.10.2.1. To attend the funeral of deceased members who were ordered to active duty from a place in the United States, Puerto Rico, or a possession of the United States are entitled to round trip travel:

5.10.2.1.1. From the member's place of active duty or inactive duty for training, the NOK's residence located anywhere in the world, or the place where the NOK was notified of the death.

5.10.2.1.2. To the place of interment in the United States, Puerto Rico, or a possession of the United States.

5.10.2.1.3. Return to the place of active duty or inactive duty for training or the place of residence.

5.10.2.2. To attend the funeral of deceased members who were ordered to active duty from a place outside the United States, Puerto Rico, or a possession of the United States, are entitled to travel, as follows:

5.10.2.2.1. From the member's place of active duty, or place of residence anywhere in the world, or the place where notified of the death.

5.10.2.2.2. To the place of interment located in the United States, Puerto Rico, a possession of the United States, or home of record (location where called to active duty).

5.10.2.2.3. Return to the place of active duty or place of residence. *Example:* The member is ordered to active duty while residing in the Philippines (Home of Record) and dies while assigned in England. The NOK, who resides in England with the member, is traveling in Germany when notified of the death. Authorized points of travel for the NOK are from Germany to the place of interment in the United States, Puerto Rico, a possession of the United States, or the Philippines and return to the place of active duty or place of residence. However, if the interment site is in England, there is no entitlement for NOK to travel from Germany to England.

5.10.3. **Prescribed Allowances.**

5.10.3.1. Per diem, for not more than 2 days, except for transoceanic travel. Per diem rate limits are specified in JFTR, Volume I.

5.10.3.2. A government transportation request or comparable commercial document for commercial transportation.

5.10.3.3. Reimbursement for the cost of personally procured commercial transportation (subject to the provisions and limitations contained in the JFTR).

5.10.3.4. The current monetary allowance per mile for travel by privately owned conveyance (POV) to the place of interment or to the commercial carrier terminal. If the NOK lives in the interment area or the total travel time from departure to return is 12 hours or less, pay the NOK the POV mileage allowance only. Per diem is not authorized.

5.10.3.5. When there is transoceanic travel, use government transportation to the maximum extent possible.

5.10.4. **Travel for Relatives of Deceased Vietnam POW/Missing In Actions (MIA) to Attend Funeral Services.** Provide funeral travel for families of military members who died while prisoners of war or designated as missing-in-action during the Vietnam conflict and whose remains are returned to the United States (including Alaska, Hawaii, Puerto Rico, or any territory or possession of the United States) after 27 January 1973. JFTR, Volume I, chapter 5, part C and chapter 7, part T authorizes funeral travel for all the following family members:

5.10.4.1. The widow, whether or not remarried.

5.10.4.2. Children and stepchildren of any age.

5.10.4.3. Parents, stepparents when there is no natural parent, adoptive parents, and persons who stood in loco parentis to the member before the member turned 21.

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

Chapter 6

SEARCH AND RECOVERY (S&R)

6.1. S&R General Information. This guidance is for accidents and disasters, such as vehicle accidents, explosions, and military aircraft mishaps, not included under major peacetime accidents, as defined in AFI 32-4001, *Disaster Preparedness Planning and Operations.* Air Force Mortuary Affairs, 9504 IH 35 North, Suite 320, San Antonio TX 78233-6635, DSN 487-5806 or 1-800-531-5803, will provide additional guidance and technical assistance on request.

6.2. Air Force Mishap Investigations. Procedures for aircraft mishap investigations are provided in AFI 91-204, *Safety Investigations and Reports.*

6.2.1. The Safety Investigation Board (SIB) investigates aircraft mishaps resulting in loss of life. The formal board is composed of a president, investigating officer, operations member (pilot), maintenance member, and a medical officer at a minimum. The board is usually on scene within 24 hours following a mishap. The board president assumes control of the scene and all support services required for the investigation.

6.2.2. The board medical officer is trained in life support systems and is responsible for the life sciences aspect of the investigation. The medical officer and mortuary officer assigned by the commander of the Air Force base nearest to the mishap initially collect life sciences evidence in a Class A or B Aircraft mishap (see AFI 91-204, Safety Investigations and Reports Chapter 1). Together they do the following:

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

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

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

6.2.2.4. Obtain health and dental records.

6.3. Mortuary Officer Actions. The mortuary officer at the installation nearest the scene of an accident coordinates S&R activities with the SIB, installation medical services director, staff judge advocate, and local civil authorities, as applicable. Coordinate the S&R procedures with the base mishap response plan, as required by AFI 91-204. In addition, the mortuary officer:

6.3.1. Conducts S&R operations.

6.3.2. Supervises the installation S&R teams that function as a part of the disaster response force.

6.3.3. Arranges for periodic practices to test S&R methods and train personnel. *NOTE:* During practices and actual crash response actions, the on-scene commander authorizes the S&R actions, after coordination with the director of base medical services or the SIB medical officer.

6.3.4. Informs NOK of S&R status. ***NOTE:*** Because of the possibility of subsequent recovery when remains are not intact, do not request disposition instructions prior to termination of aircraft salvage

operations without the approval of Air Force Mortuary Affairs. Advise the MAJCOM mortuary affairs supervisor and Air Force Mortuary Affairs of salvage operation status changes by "PRIORITY" precedence message.

6.3.5. Conducts S&R activities in the event additional remains are discovered after the aircraft salvage operation is terminated. Reports details by telephone or priority message to the MAJCOM mortuary affairs supervisor. The MAJCOM coordinates further recovery actions with Air Force Mortuary Affairs.

6.3.6. Selects the team leaders based on experience, training, and mental attitude

6.4. The Medical Commander. Will ensure

6.4.1. The Occupational Health Working Group has accessed and met blood borne pathogen program requirements.

6.4.2. Permanent S&R team members are provided hepatitis B vaccination and annual HIV testing.

6.4.3. Briefings on blood borne pathogens, CISM and anatomy are provided annually.

6.4.4. Onscene medical support during S&R operations.

6.4.5. Potential S&R teams are medically fit for S&R duties.

6.5. Considerations for S&R. Consider the following items when planning and preparing for S&R operations:

6.5.1. Hours of daylight.

6.5.2. S&R equipment needed.

6.5.3. Transportation for S&R team members.

6.5.4. Food, water, and other support areas.

6.5.5. Helicopter availability, for site survey.

6.5.6. Number of S&R personnel available.

6.5.7. Size, shape and terrain of search areas.

6.5.8. Initial direction of search pattern.

6.5.9. Spacing between S&R team members.

6.5.10. Search area entrance and exit points.

6.5.11. Establishment of a base camp may be necessary when there will be a lengthy S&R and the location is distant from the nearest installation. *NOTE:* The base camp should be established at the end of the line of communications and near the search area. This should ensure that full support will be 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.

6.6. S&R Team Members and Responsibilities.

6.6.1. The Mortuary Officer: As team chief, the mortuary officer will,

6.6.1.1. Verify candidates have been screened by medical authorities.

6.6.1.2. Verify that the installation commander appoints eligible candidates by letter.

6.6.1.3. Ensure the team is staffed with a minimum of 26 members.

6.6.1.4. Ensure the team is trained and develops two working teams of 13 people each, with one member designated as the team leader. Ensure team members are immunized for blood borne pathogens, such as Hepatitis B and screened annually for HIV.

6.6.2. The team leaders are responsible for the following:

6.6.2.1. Individual personal equipment.

6.6.2.2. Team equipment.

6.6.2.3. Team transportation to and from the S&R area (limit travel by foot).

6.6.2.4. Briefing, debriefing, and accounting for all team members.

6.6.2.5. Obtaining search data and outlining search areas on maps.

6.6.2.6. Executing the search action plan.

6.6.2.7. Recording search coverage.

6.6.2.8. Obtaining primary and alternate communication frequencies and schedules and establishing communication with the base camp or base, as appropriate. *NOTE:* Equip the leaders with radios, portable megaphones, whistles, or similar items, and copies of the sketch map of the mishap site to facilitate communications when deployed.

6.6.3. Ensuring each team consists of the team leader, two flankers, and enough line people to adequately cover the search area. Equip the two flankers with portable megaphones, whistles, compasses, sketch maps, and either a machete or hand ax, if required to clear ground brush.

6.6.4. Training the team members in their duties and responsibilities during an S&R operation. See paragraph **6.8.** for specific S&R duties. Training should also include the basics of human anatomy so they can recognize portions of human remains, a blood borne pathogen briefing, and Critical Incident Stress Management (CISM) training, IAW AFI 44-153 all provided by a medical representative.

6.6.5. Document all training and retain in the installation's Mortuary Affairs file.

6.7. S&R Team Briefing. The S&R briefing consists of:

6.7.1. Missing aircraft or vehicle type, color, markings, and ejection seat/armament information.

6.7.2. Number of personnel on board and other agencies or organizations concerned with the mishap and investigation.

6.7.3. Terrain, ground search pattern, and weather forecast.

6.7.4. Probable air coverage, communications schedules and frequencies, and primary and alternate methods of communication.

6.7.5. Proposed resupply schedule and probable methods for evacuation of remains and S&R team.

6.7.6. Other information such as hazardous chemicals or other hazards posed by the mishap or disaster area.

6.7.7. Methods to help locate remains include:

6.7.7.1. Closely examining small portions of aircraft and/or clothing.

6.7.7.2. Locating broken or disturbed trees or underbrush (all trees and underbrush should be searched thoroughly).

6.7.7.3. Presence of scavengers (birds or animals).

6.7.7.4. Drops of blood or odors of decomposition.

6.7.7.5. Unexplained breaks in terrain contour.

6.7.7.6. Snow or sand horsetails (caused by wind blowing loose snow or sand over an obstruction such as an aircraft part or portion of remains).

6.7.8. A CISM refresher briefing. Refer to AFI 44-153, *Critical Incident Stress Management.*.

6.8. S&R Supplies and Equipment. Provide each S&R team with hand-held or portable radios for communication with the mortuary officer who, in turn, communicates directly with the on-scene commander or via the base camp. Ensure availability of backup communications equipment such as signaling mirrors, flashlights, etc. Procure and store all supplies and equipment required for search and recovery of remains. (In determining equipment/supplies consider the terrain and weather conditions the team may be required to operate. Supplies will include but are not limited to:

6.8.1. Pouch, human remains (national stock number (NSN) 9930-00-451-1231), 8 each.

6.8.2. Bag, plastic, 18" x 12" (NSN 8105-00-902-6508), 1000 each.

6.8.3. Pencil, grease, china marker (NSN 7510-00-436-5210), 24 each.

6.8.4. Tag, shipping, cloth with wire tie (NSN 8135-00-178-9193), 5,000 each.

6.8.5. Stakes, at least 4 feet long (locally fabricated), 1000 each.

6.8.6. Bed sheets, white (7210-00-171-1099), 12 each.

6.8.7. Gloves, leather, workmen's cowhide, sizes small through large (NSN 8415-00-268-7868 through 7872), 26 pair.

6.8.8. Gloves, surgeon's (NSN 6515-00-782-6475), 5 packages.

6.8.9. Mask, surgical (NSN 6515-00-982-7493), 5 package.

6.9. S&R Procedures.

6.9.1. Begin S&R patterns in the same direction as terrain contours and in the longest direction if the S&R area is not square. Limit line spacing to the maximum area each member can effectively search in any part of the S&R sweep, considering foliage and terrain. Divide large S&R areas into smaller areas of reasonable length to minimize the number of sweeps.

6.9.2. Survey the mishap site and establish the search perimeters to include the maximum distance the remains may have traveled from the point of impact. Search in all directions, well beyond the furthest portion of aircraft wreckage.

6.9.3. Utilize the diagram or sketch of the wreckage site and pattern area developed by the on-scene commander and his staff. Annotate the sketch with the location of all recovered remains. (**Figure 6.3.**)

6.9.4. Use a systematic search pattern.

6.9.4.1. Conduct the ground search using a parallel or contour search pattern, depending on the terrain of the search area. Divide the total area into workable search legs, based upon the number of people available for one search line and the area that one member can search. One team member can systematically search a 2-linear foot area, left and right, or about 4-linear feet. The diagram in **Figure 6.1.** depicts a 100-foot by 1000-foot crash site area and shows the movement of a 26-member team.

6.9.4.2. The team leader controls search team discipline. The team leader takes a position in the center of the straight line-abreast formation, or is the leading person in a right or left echelon search-line. The dress of the search-line is on the team leader. The team leader commands the team movements. Proceed at a pace that allows an adequate search of the area. Search through wooded areas at a slower gait and check each thicket and depression thoroughly.

6.9.4.3. The flankers in the line-abreast search-line assist in maintaining the dress of the search-line. The team leader and the flankers must correct any line deviations.

6.9.4.4. Form the search-line on either the north or south boundary of the search area. Boundary control of each sweep is usually delegated to the pivoting flanker. After the search-line is initially formed at the boundary, move forward on a signal from the team leader. Remain evenly spaced as the line progresses.

6.9.4.5. When remains are encountered by a line member, mark the location with a stake flagged with a streamer. The remaining line members halt. When the location has been staked, the line members marking the "find" rejoin the search-line. The search-line then moves forward upon signal of the team leader.

6.9.4.6. When the search team completes its first search leg, the line pivots at the inboard flanker to reposition themselves for a second leg search. The other flanker becomes the pivot flanker for the maneuver between the second and third search sweeps (**Figure 6.2.**).

6.9.4.7. When the north-south search is completed, a similar search will be accomplished for the east-west search sweep. For example, when the north-south search is completed in the southwest corner, the search-line will pivot around the flanker, now positioned in the southwest corner, until the search-line is at the south boundary starting line. When necessary, extend the search beyond the initial boundaries.

6.9.4.8. Conduct a final grid search for remains after large portions of aircraft wreckage are moved. Remains are often hidden beneath wreckage. Probe the underlying ground for remains.

6.9.5. Recovery of remains is the most important and demanding phase of the field operation. Recovery procedures are time-sensitive. However, valuable investigative information, identification of remains, and mishap clues can easily be destroyed by hasty or incomplete recovery actions. Work closely with the director of base medical services or the SIB medical officer to ensure remains are properly examined, staked, tagged, photographed, and plotted on the remains location sketch before removal.

6.9.5.1. The recovery team must act as a unit, since the tagging and designation of remains and portions of remains is vitally important in later examination of these remains.

6.9.5.2. The recovery team consists of at least eight members, a photographer provided by audio-visual, and a team leader. The recovery team is selected from S&R team members. This selection provides efficient use of manpower as well as an available source of replacements.

6.9.5.3. Remains are usually dismembered and/or burned pieces of anatomy. In many mishaps, there may not be 100% recovery. Team members must handle remains with the utmost care to ensure against loss or destruction of valuable identification media or evidence. *NOTE:* No remains will be moved or disturbed without the consent of the on-scene commander.

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

6.9.7. The process for tagging and bagging remains is:

6.9.7.1. Mark each stake with an X -number, using consecutive recovery numbers for each stake. The letter X denotes the unknown, followed by the consecutive recovery number; i.e., X-1, X-2, etc.

6.9.7.2. Plot the location of each stake on the map and annotate these numbers at the appropriate place.

6.9.7.3. Use three tags for each remains (or portion thereof) found. Write the X-number on each tag. Attach one tag to the stake. Attach the second tag to the remains. Save the third tag for the human remains pouch or bag.

6.9.7.4. Photograph each remains with the tag's X-number showing. Photograph or videotape the remains close and also in relation to the majority of the wreckage or the mishap scene. Color print photography is required.

6.9.7.5. Place the remains carefully in a human remains pouch or plastic bag. Minimize handling to prevent undue damage. Examine the ground beneath the remains and immediate area to assure that all portions are recovered.

6.9.7.6. Attach the third tag, marked with the same X-number, securely to the outside of the pouch or plastic bag.

6.9.7.7. Ice or refrigerate as soon as possible to reduce degradation of the remains.

6.10. Termination of S&R. Continue S&R for remains until the salvage for aircraft parts is completed. Frequently, portions of remains are found adhered to or under aircraft parts. Leave a team leader and at least five S&R team members at the scene until the mortuary officer, after consultation with the on-scene commander, determines that S&R for remains and aircraft is officially completed. *NOTE:* Subsequent recovery guidance is provided in paragraph **6.3.4.**

6.11. Recovered Personal Property and Effects.

6.11.1. Do not remove personal property, to include official cards and papers, nametags, and accouterments from remains at the mishap site. Leave these items with the remains to preserve supportive identification evidence.

6.11.2. Annotate personal belongings found loose at the site on the site map and place in plastic bags secured with wire tie shipping tags. Indicate the letter "P" (denoting personal effects) on each tag, followed by the consecutive recovery number P-1, P-2, etc. Safeguard these items and deliver them to the identification processing facility. (**Figure 6.4.**)

6.11.3. Do not attempt to reassociate personal property or accouterments found loose at the mishap site until the remains are processed and identified.

6.12. Handling Recovered Remains. Since medical and life support clues are so time-sensitive and fragile, it is imperative that no remains be disturbed after recovery until the medical officer conducts the investigation. It is especially important that clothing and equipment remain intact. Usually, the medical officer has the medical records at the time of examination and autopsy. The medical officer supervises the identification process. If positive identification cannot be established, the medical officer requests assistance from the mortuary officer. The mortuary officer then requests assistance from Air Force Mortuary Affairs. The medical officer releases the remains to the mortuary officer for processing following completion of all medical actions. *NOTE:* Do not destroy clothing or equipment removed from remains without medical officer coordination.

6.12.1. Refrigerate the remains at a temperature of 38 to 40 degrees Fahrenheit or 3.3 to 4.4 degrees Centigrade. If refrigeration equipment is not readily available, pack bagged remains in ice or ice packs in insulated chests or in a transfer case, depending on size of the remains. Do not place ice directly on remains.

6.12.2. Ensure that the facility used for identification processing of remains is securable; has good ventilation and lighting; hot and cold running water; sufficient floor space for simultaneous processing of remains; and loading/unloading areas that can be screened from public view. A hospital morgue, gymnasium, auto hobby shop, or armory are suitable structures.

6.12.3. AFR 160-109, *Medical Investigation of Aircraft Mishap Fatalities* (will be converted to AFI 41-320), requires that autopsies be performed on all deceased aircrew members engaged in essential flight activities. Autopsies will be performed on any other deceased personnel aboard the aircraft if the investigating flight surgeon or the pathologist believe it will help explain the mishap. The medical officer will expedite the examination and autopsy as much as possible, usually within 24 hours of the time the remains are recovered.

Figure 6.1. Grid Search Sketch

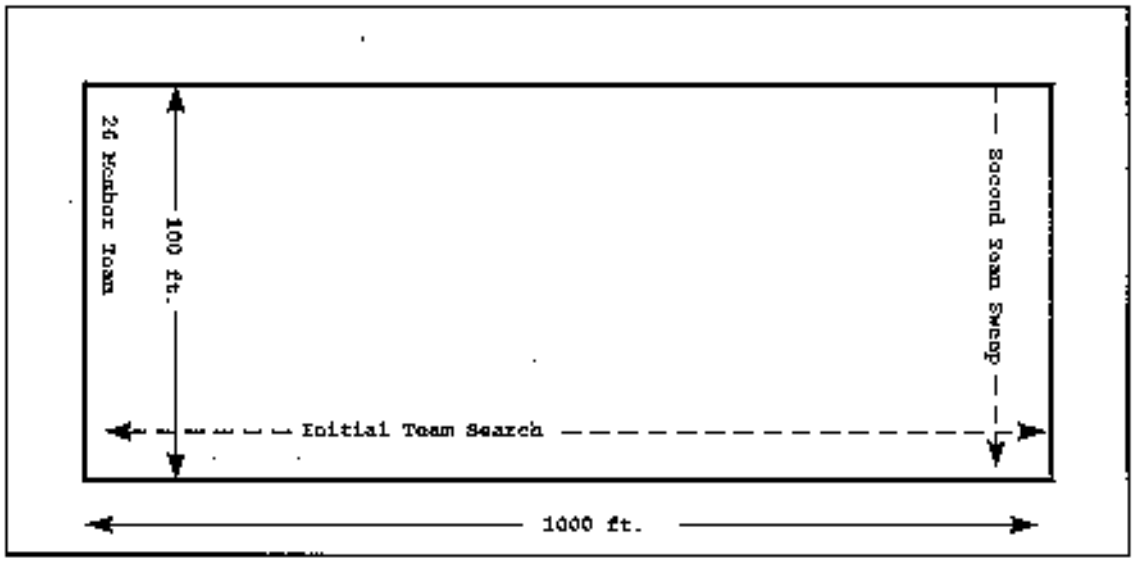


Figure 6.2. Land Search for Remains

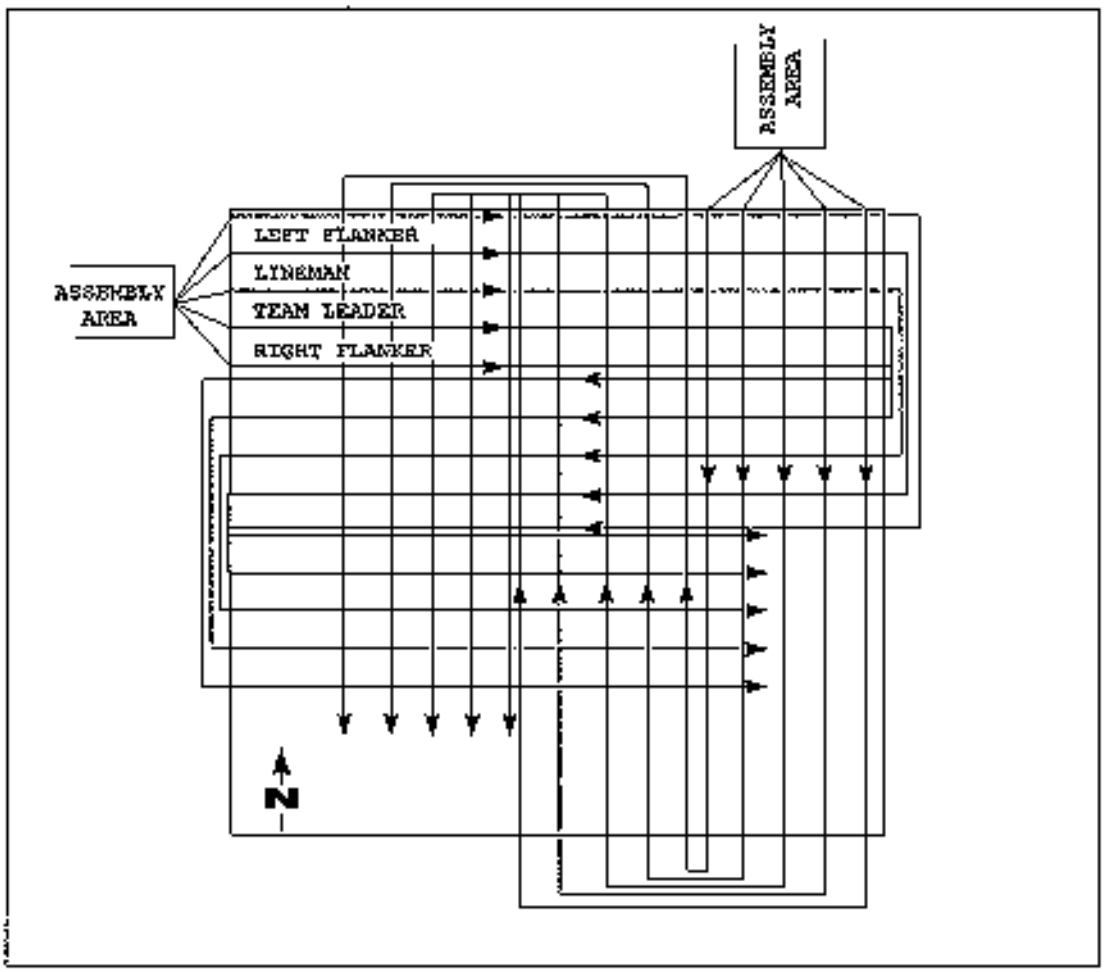


Figure 6.3. Remains Location Sketch – Search Areas.

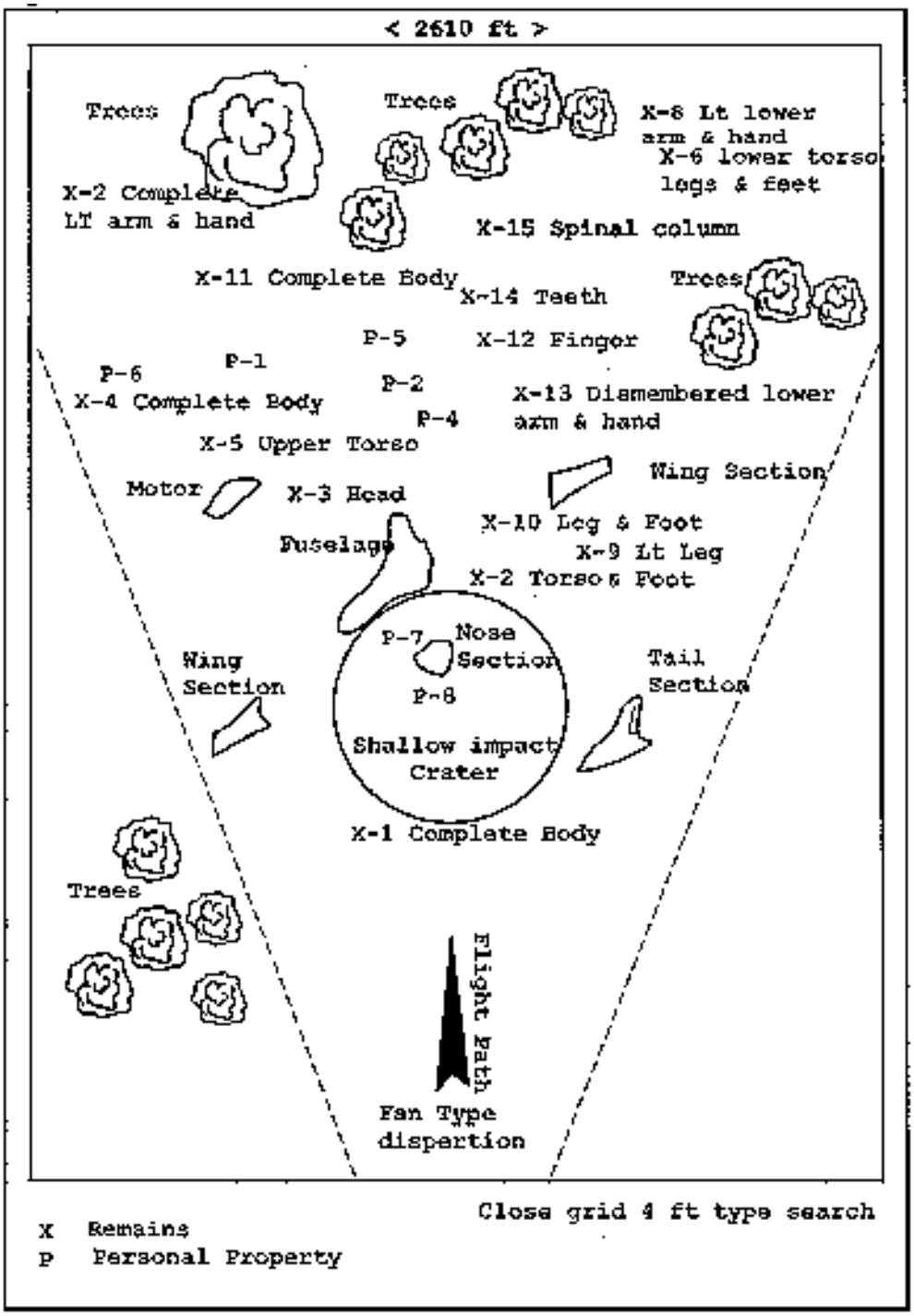
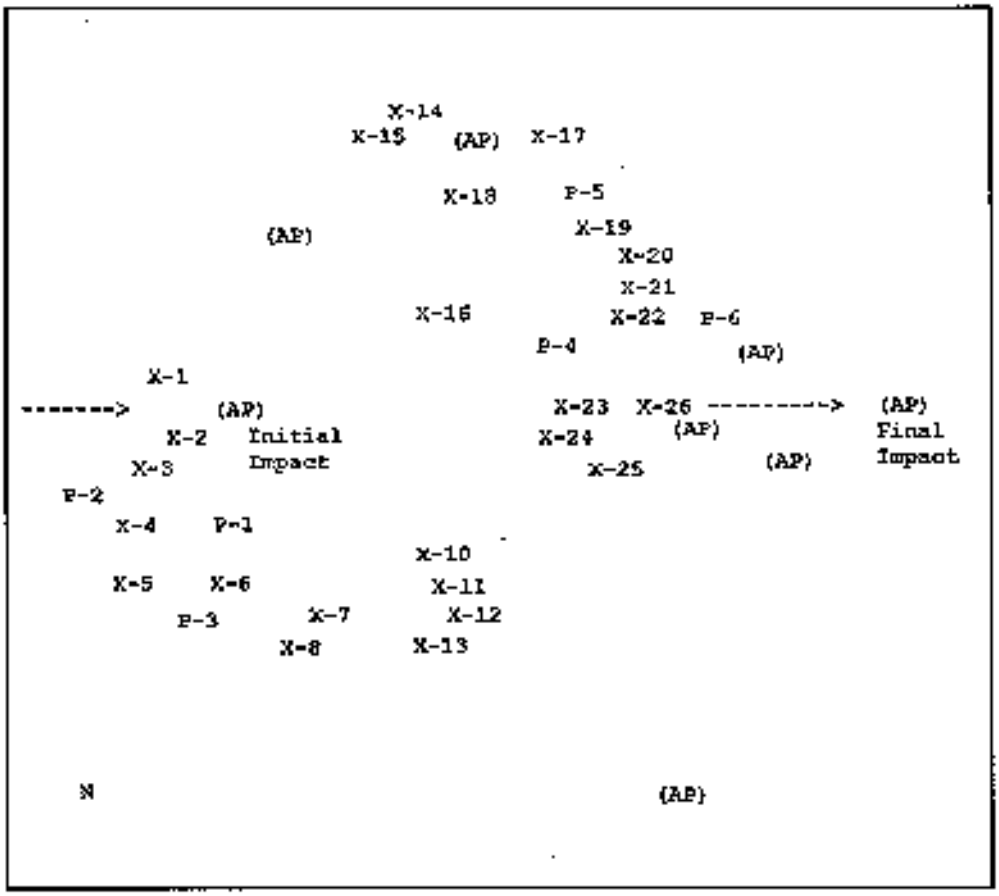


Figure 6.4. Remains and Personal Property Location Sketch

Remains and Personal property location sketch



Scale : Each grid square = 100 sq. ft.

Key to Figure

--------> Flight path to points of impact
(AP) - Major Aircraft parts
X - Numeric recovery designator assigned to a remains.
P - Personal Property.

Chapter 7

IDENTIFICATION OF REMAINS

7.1. Identification Requirements. The Air Force must segregate and individually identify remains of deceased personnel whenever possible. A scientific identification will be performed on an individual or group of individuals when any condition exists (such as mutilation, decomposition, burning or charring, etc.) which leaves the remains severely damaged and not recognizable (non-viewable) or for remains of an individual who is believed to have been an Air Force member. The medical officer will furnish the mortuary officer sufficient medical and photographic evidence to support identification.

7.2. Identification Responsibilities.

7.2.1. The mortuary officer responsible for S&R of remains is also responsible for ensuring the local examining official processes remains for individual identification. In the event the examining official cannot identify the remains, Air Force Mortuary Affairs will provide, as needed, their Identification Team to help accomplish identification of remains. Identification assistance is immediately available upon request, 24-hours-a-day, to all installations. Call DSN 487-5806 or 1-800-531-5803 for assistance.

7.2.2. **Processing the Remains** . The officials who examine the remains for identification will:

7.2.2.1. Assign an X-number to the remains if no X-number was assigned during recovery.

7.2.2.2. Remove all foreign materials, clothing, accouterments, and personal belongings from the remains. Note clothing sizes, laundry markings, and description of personal belongings.

7.2.2.3. Place items of clothing, accouterments, and personal belongings in the transfer case or body bag with the remains.

7.2.2.4. Once the remains have been scientifically identified, process the clothing, accouterments, and personal belongings in accordance with AFI 34-244.

7.2.2.5. Ensure Air Force-issued ID tags on the remains at time of death remain on or with the remains. If the remains are wrapped, leave one ID tag on the remains and pin the second ID tag to the blanket.

7.2.2.6. Examine the gross anatomy of the remains.

7.2.2.7. Examine remains to determine the post-mortem physical characteristics. Establish, as feasible, the sex, race, height, age, weight, and body build.

7.2.2.8. Examine the remains for scars, tattoos, and birthmarks.

7.2.2.9. Determine the post-mortem blood group.

7.2.2.10. Prepare AF Forms 1801, **Postmortem Dental Record**, 1802, **Antemortem Dental Record**, and 1803, **Dental Identification Summary Report**. Refer to AFI 47-101, *Managing Air Force Dental Services*, attachment 13 for instructions on completing AF Form 1803. Note paragraph 6.12.

7.2.2.11. Print fingers and feet, as feasible.

7.2.2.12. Obtains samples for DNA identification to include blood, muscle, bone and organ tissue.

NOTE: Direct any questions pertaining to the completion of identification forms to HQ AFSVA/ SVOM.

7.2.3. **Findings and Conclusions.** All identification criteria (DNA specimens physical descriptions, physical-anthropological characteristics, blood groups, foot and fingerprints, dental characteristics, accouterments and so forth) will be compared or evaluated with records of each deceased processed and appropriately annotated on AF Form 697.

7.2.3.1. Officially designate remains as individually identified when it is concluded, beyond a doubt, that the identification findings are in favorable agreement with an individual by name.

7.2.3.2. Officially designate remains *X* as unidentified when it is concluded the identification does not compare favorably with any individual by name. If individual identities cannot be established, request identification assistance from Air Force Mortuary Affairs. Refrigerate remains pending arrival of Air Force identification specialists. *NOTE:* No remains are officially designated as unidentified or unknown until an Air Force identification specialist makes a complete review of the case.

7.2.4. **Identification Policy.** It is the policy of the Air Force to individually identify remains of deceased personnel, when possible, and to use all available means and scientific resources to accomplish this.

7.2.4.1. Multiple, commingled remains that are unidentified will not be apportioned to the known number of individuals who die in a common accident for release to NOK as individually identified remains.

7.2.4.1.1. Remains will not be classified as unidentifiable or unknown until an Air Force identification specialist has made a complete review of the case and processed the remains.

7.2.4.1.2. Remains that cannot be individually identified will be interred as a group (**Chapter 16**).

7.2.4.2. The mortuary officer ensures the examining official completes AF Form 697, **Identification Findings and Conclusions**; AF Form 1801; AF Form 1802; and AF Form 1803, and attaches the appropriate forms supporting the identification as well as the documents for each deceased member whose identity is uncertain or unknown.

7.2.4.3. The examining official:

7.2.4.3.1. Annotates AF Form 697 with all identification criteria (DNA specimens, physical descriptions, physical-anthropological characteristics, blood groups, foot and fingerprints, dental characteristics, accouterments, and so forth) compared or evaluated with records of each deceased person processed.

7.2.4.3.2. Completes DD Form 4137, Evidence/Property Custody Document and AF Forms 1801, 1802, and 1803 for dental identification.

7.2.4.3.3. Signs and sends the forms to the installation commander responsible for recovery of remains for his/her approval and signature. The signature of the approving officer on AF Form 697 indicates the identification was established beyond a reasonable doubt. *NOTE:*

When remains are returned to the CONUS for identification processing, the director, Air Force Mortuary Affairs, assumes the role of approving officer.

7.2.4.3.4. Prepares all forms in triplicate. Sends the original, with supporting documents, to Air Force Mortuary Affairs, a copy to the MAJCOM, and retains a copy for the decedent's mortuary case file.

7.2.4.4. When NOK and other relatives have concerns or doubts about identification or need explanations and demonstrations on how identifications were established, the following procedure applies:

7.2.4.4.1. The mortuary officer should immediately notify Air Force Mortuary Affairs, DSN 487-5806, during duty hours, or 1-800-531-5803 during non-duty hours.

7.2.4.4.2. Transmit by next-day or second-day delivery, DD Form 4137, AF Forms 697, 1801, 1802, and 1803 with all supporting documents, supporting health records, x-rays, prints, and photos to Air Force Mortuary Affairs.

7.2.4.4.3. An Air Force Mortuary Affairs specialist contacts the NOK and arranges a date and time to visit with them to explain how the identification was established.

7.2.4.5. When there are five or more American fatalities involved in a common incident occurring outside the CONUS, those remains are moved promptly to the appropriate CONUS port of entry mortuary facility for identification and pathological examinations. The OAFME must be notified to examine the bodies.

7.2.4.6. For all mass fatalities in CONUS, AFIP/OAFME (Office of the Armed Forces Medical Examiner) must be notified. The location to perform the identification and pathological examinations is determined jointly by Air Force Mortuary Affairs and the AFIP/OAFME and the applicable MAJCOM/SV.

7.2.4.7. No information concerning identification is released until final conclusions are established on all remains.

7.2.4.8. When remains of United States (US) armed forces personnel and remains of foreign personnel are involved in the same accident and identification cannot be established promptly outside the CONUS, contact Air Force Mortuary Affairs for identification assistance.

7.2.5. **U.S. Air Force Mishaps.** US Air Force mishaps in and outside the CONUS are investigated according to AFI 91-204. The SIB medical officer ensures positive individual identities are established by scientific means and are properly documented as follows.

7.2.5.1. When recovered remains are transported to the predetermined examination facility, provide the SIB medical officer with the following:

7.2.5.1.1. A sufficient quantity of AF Forms 697, 1801, 1802, 1803 and a copy of AFI 34-242, Chapter 7.

7.2.5.1.2. Upon release of remains, the medical officer will give the mortuary officer the completed and signed DD Form 4137, AF Forms 697, 1801, 1802, and 1803, copies of health and dental records, and other supporting documents such as prints, x-rays, and photographs that support the identifications. *NOTE:* The medical officer requests identification assistance from Air Force Mortuary Affairs if local resources are unable to scientifically establish posi-

tive individual identities of any remains recovered from an accident. When requesting assistance, provide the medical officer's name, grade, and phone number; and the SIB president's name, grade, and phone number.

7.2.5.2. Obtain the following records to accomplish identification of remains:

Passenger Manifest.
AF Form 137, **Footprint Record**.
AF Form 354, **Civilian Identification Card**.
DD Form 2, **Identification Card**
DD Form 4-1, **Enlistment or Reenlistment Document--Armed Forces of the U.S.**
DD Form 175, **Military Flight Plan**, or other equivalent form.
DD Form 1833, **Isolated Personnel Report** (ISOPREP), also commonly referred to as a Combat Search and Rescue (SAR) card.
SF Form 88, **Report of Medical Examination**.
SF Form 93, **Report of Medical History**.
SF Form 502, **Medical Record--Narrative Summary (Clinical Resume)**.
SF Form 513, **Clinical Record--Consultation Sheet**.
SF Form 601, **Health Record—Immunization Record**
SF Form 603, **Health Record--Dental**.
OAFME Form 40-31a, **Consultation Report on Contributor Materials (DNA)**
Health and Dental X-rays.

7.2.5.3. Responsibility for Obtaining Records:

7.2.5.3.1. The SIB collects and safeguards records for mishaps requiring investigation by AFI 91-204 (verified by installation safety officer).

7.2.5.3.2. The mortuary officer at the installation responsible for recovery of the remains obtains the necessary records from the deceased person's organization or installation for CONUS deaths that do not require investigation.

7.2.5.3.3. The mortuary officer obtains copies of records from the deceased person's organization or installation for overseas deaths that do not require investigation, if it is within the same overseas geographical location where the remains are located. Send the records with the remains to the CONUS aerial port of entry (APOD) mortuary facility for identification examination. If organization or installation of assignment is in the CONUS and records cannot be readily obtained, advise of same in the message to the port, Air Force Mortuary Affairs, and the MAJCOM when notifying of shipment of unidentified remains. Air Force Mortuary Affairs takes the necessary action to obtain the records.

7.2.5.4. Do not move remains to CONUS until the recovery operation is terminated. When remains are returned to a CONUS APOD for identification processing, place remains in a transfer case with sufficient wet ice or chemical gel packs to retard decomposition during transit. Notify Air Force Mortuary Affairs and the appropriate APOD of shipment.

7.2.5.5. Ship applicable records listed in paragraph **7.2.5.2.** and all other documents generated in the processing of the remains with the remains.

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

7.3.1. The mortuary officer will notify Air Force Mortuary Affairs of the request for a second opinion. Then, advise the NOK, either in person or by next day delivery letter, as applicable, that the Air Force will accommodate their request.

7.3.2. Air Force Mortuary Affairs selects a funeral home, located in the vicinity where the remains will be examined, to receive the remains and maintain custody of the remains for the Air Force. The funeral home will deliver the remains to the examination facility specified by the NOK, attend the examination, and return the remains to the funeral home to await further instructions from Air Force Mortuary Affairs. Funeral home charges for services and transportation will be paid for by Air Force Mortuary Affairs. Air Force Mortuary Affairs hand-carries the identification documents.

7.3.3. After the remains arrive at the designated funeral home, the NOK arranges for the private forensic specialist to examine the remains at the specialist's facility.

7.3.4. If the NOK accepts the identification, obtain disposition instructions and follow the usual procedures for carrying out disposition. If the remains are to be moved to another location, arrange for the delivery of the remains from the funeral home to the airport and further movement to the specified destination at Air Force expense.

7.3.5. If the NOK does not accept the identification, obtain a rejection statement by next day delivery. Advise the NOK that an Air Force mortuary specialist will examine the remains at the funeral home to verify that they are the same remains shipped by the Air Force.

7.3.5.1. After verifying the remains are the same, the Air Force will retain custody of the remains and inter them in a designated location directed by Air Force Mortuary Affairs.

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

7.3.6. After the second opinion, for identification of remains (other than current deaths), if the secondary NOK (immediately next in line by priority) accepts the identification of remains but the primary does not, the Air Force will recognize the secondary NOK as the primary NOK. He or she will be afforded all rights and benefits in directing disposition of the remains.

Chapter 8

BASE HONOR GUARD PROGRAM AND CONDUCT OF FUNERALS

8.1. Honor Guard Activities. Honor Guard activities include:

8.1.1. Protocol, honors and ceremonial functions for military, civilian and funeral activities.

8.1.2. Military funerals and memorial services. For procedural guidelines, see AFMAN 36-2865, *Protocol, Honors and Ceremonies*.

8.1.3. Change of command ceremonies (See AFPAM 36-2203, *Drill and Ceremonies).*

8.1.4. Civilian programs, parades, and celebrations (See AFPD 35-2, *Public Communication Programs).*

8.1.5. Other activities the installation commander decides are appropriate.

8.2. Responsibilities.

8.2.1. **Headquarters United States Air Force, Director of Services (HQ USAF/ ILV).**

8.2.1.1. Responsible for the Air Force base Honor Guard Program.

8.2.1.2. Staffs honor guard issues and initiatives to senior leadership, i.e. centralized funding, manpower variances, AGR positions, exceeding man-day ceilings, etc.

8.2.1.3. Develops upward reporting requirement. The data collected will help identify the strengths, weaknesses, and the performance indicators associated with base level honor guards.

8.2.2. **Headquarters Air Force Service Agency, Reserve Affairs (HQ AFSVA/ CCR).**

8.2.2.1. Provides functional expertise to active duty units on ARC augmentation issues.

8.2.2.2. Approves all Memorandum of Understanding (MOU) between active unit and ARC unit for ARC augmentation of military funeral honors.

8.2.2.3. Centrally manages the military personnel appropriation (MPA) man-day program for ARC augmentation to active duty honor guard.

8.2.2.4. Annually budgets MPA man-days for military funeral honors based on MAJCOM/SVX input.

8.2.2.5. Allocates MPA man-days to ARC units based on active duty request with info copy to requesting MAJCOM and applicable ARC headquarters.

8.2.2.6. Establishes and maintains a MPA man-day utilization and accountability report.

8.2.2.7. Coordinates identification and utilization of IMAs with supervisors and assigned MAJCOM/SVX.

8.2.2.8. Processes MPA orders for IMAs.

8.2.2.9. Supports AF/ILV, Executive Agent for Program Budget Decision (PBD) 745 - Military Funeral Honors by collecting and staffing military funeral honors related inquiries from funeral directors, next of kin, and the public.

8.2.2.10. Manages Air Force base level honor guard areas of responsibility.

8.2.3. **The 11th Wing Commander.**

8.2.3.1. Responsible for the USAF Honor Guard Program.

8.2.3.2. Delegates authority through the 11th Operations Group Commander to the USAF Honor Guard Commander and the USAF Honor Guard to serve as Office of Primary Responsibility (OPR) for the execution of duties required in section 2.3, USAF Honor Guard, section 3.3, Uniforms, and section 4, Training.

8.2.3.3. Appoints 11WG/CCR as liaison between the USAF Honor Guard and HQ AFSVA/CCR on all ARC matters.

8.2.3.3.1. Centrally manages the Military Honors MPA man-day program for USAF Honor Guard, Bolling AFB, requested/directed ARC augmentation.

8.2.3.3.2. Annually budgets and allocates MPA man-days with HQ AFSVA/CCR coordination.

8.2.4. **The USAF Honor Guard.**

8.2.4.1. Establishes standardized uniforms, ceremonies, and training.

8.2.4.2. Provides a mobile training team and conducts staff assistance and training visits (SATVs) to selected MAJCOMs, regions and bases.

8.2.4.3. Develops and maintains a honor guard database to track attendance, currency and proficiency of units attending the USAF Honor Guard training courses either in residence or at installation or regional training sessions.

8.2.4.4. Maintains and updates the USAF Honor Guard Home Page.

8.2.4.5. Ensures that training programs, uniform issues and proposed changes to military funeral honors policies and procedures are coordinated through 11th WG/CC to HQ USAF/ILV. Coordinated changes will be provided to each MAJCOM/SV and base honor guard.

8.2.4.6. Updates Honor Guard Address Indicating Group (AIG).

8.2.4.7. Maintains electronic mail (e-mail) addresses of all MAJCOM/SV honor guard points of contact and installation Honor Guard Commanders and/ or Honor Guard OICs.

8.2.4.8. Coordinates all uniform issues concerning base honor guards through 11th Wing/CC, HQ USAF/ILVR, AFPC/DPPU, and AFPC/DPSTS.

8.2.4.9. Collects reports from installation honor guards, see paragraph **8.7.**

8.2.5. **The MAJCOM/SV.**

8.2.5.1. Provides oversight for base level honor guard programs.

8.2.5.2. Provides funding guidance and assistance for base honor guards.

8.2.5.3. Identifies requirements and provides funding to USAF Honor Guard in support of regional workshops, seminars and SATVs.

8.2.5.4. Approves base requests to use ARC augmentation in support of military funeral honors.

8.2.5.5. Requests support from appropriate ARC headquarters (AFRC/SV, ANG/SVX)

8.2.5.6. Identifies MAJCOM MPA funding requirements to HQ AFSVA/CCR for ARC augmentation of military funeral honors.

8.2.5.7. Identifies responsible base level office to enter data into the Internet based Military Funeral Honors Data Collection system.

8.2.6. **HQ AFRC/SV.**

8.2.6.1. Establishes policy for use of AFRC personnel for military honors.

8.2.6.2. Delegates management authority for execution of AFRC participation in the USAF Honor Guard Program.

8.2.6.3. Approves MOU for base level reserve honor guard augmentation. (Figure 8.1)

8.2.7. **ANG/SVX.**

8.2.7.1. Establishes policy for use of Air National Guard personnel for military honors.

8.2.7.2. Delegates management authority for execution of ANG participation in the Honor Guard Program.

8.2.7.3. Approves MOU for base level honor guard augmentation. (Figure 8.1.)

8.2.7.3. (MACDILL) The MacDill AFB Honor Guard utilizes manpower resources from the ANG and Air Force Reserve Component (AFRC) to complete its funeral missions on occasions. While on funeral details, ANG and AFRC personnel are subject to the scope of this directive as well as other Air Force and MacDill AFB Honor Guard Instructions as they pertain to dress, appearance, behavior, and performance of funeral honors.

8.2.8. **The AF Installation Commander.**

8.2.8.1. Responsible for the base honor guard program.

8.2.8.1.1. Provides funding and resources to meet operational requirements of the base honor guard program.

8.2.8.1.2. Provides storage, training and administrative space for base honor guard team.

8.2.8.2. Determines the size of the honor guard unit, taking into consideration where the installation is located, how large the population is, and how often military and civil protocol activities occur.

8.2.8.3. Requests subordinate and tenant unit manpower support. If insufficient active duty volunteers, requests approval of ARC augmentation to the MAJCOM/SV (see **Attachment 9** for procedures for ARC augmentation) and/or establishes an organizational quota system.

8.2.8.3. (MACDILL) The MacDill AFB Honor Guard will be comprised of active duty military personnel assigned and attached to MacDill AFB. The honor guard team will be manned with a minimum of 37 active duty members from base organizations. Each squadron or squadron equivalent that participates in the honor guard program will provide 3 percent of their enlisted population (E-5 and below) as members of the honor guard assigned to Alpha or Bravo flights. The honor guard will send out a letter via electronic mail to each squadron commander monthly outlining the manning for their organization. **Attachment 14 (Added)** outlines the manning quota for each organization and will be reviewed annually. The Commander, 6th Services Squadron (6 SVS/CC), or designated representative will revalidate the honor guard manning and unit quota annually.

8.2.8.4. Establishes a MOU between host base honor guard and ARC organizations (Figure 8.1).

8.2.8.4. (MACDILL) The MacDill AFB Honor Guard utilizes manpower resources from the ANG and Air Force Reserve Component (AFRC) to complete its funeral missions on occasions. While on funeral details, ANG and AFRC personnel are subject to the scope of this directive as well as other Air Force and MacDill AFB Honor Guard Instructions as they pertain to dress, appearance, behavior, and performance of funeral honors.

8.2.8.5. Appoints an Honor Guard Commander (HGC) and/or an Honor Guard Officer-In-Charge (HG OIC) as applicable.

8.2.8.5. (MACDILL) The wing commander (6 AMW/CC) or designated representative will appoint a company grade officer to fill the position of officer in charge (OIC). The honor guard OIC is subordinate to the 6 SVS/CC for honor guard scheduling, manning, and training.

8.2.8.6. Provides special recognition program for honor guard members to include ARC personnel.

8.2.8.7. Integrates authorized AGR positions into the base honor guard program.

8.2.9. **The Active Duty Services Squadron Commander/Division Chief.**

8.2.9.1. Manages the honor guard program for the installation commander.

8.2.9.1. (MACDILL) The 6 SVS/CC appoints a noncommissioned officer (NCO) to fill the position of Noncommissioned Officer In Charge (NCOIC). The NCOIC is responsible for the day-to-day operation and training.

8.2.9.2. Requests MPA man-day support for ARC augmentation. Requests are routed through the MAJCOM/SV to HQ AFSVA/CCR with info copy to the applicable ARC headquarters. (**Attachment 10**).

8.2.9.3. Submits summary of AF Form 1946 to MAJCOM/SVX semiannually. Submits a courtesy copy to the USAF Honor Guard.

8.2.9.4. Delegates authority to the installation Honor Guard Commander/OIC to:

8.2.9.4. (MACDILL) Unit commanders will notify the MacDill Honor Guard OIC/NCOIC of any member assigned to their command that has been disqualified from bearing arms. The 6th Security Forces Training Division will provide weapons proficiency training to honor guard members as required.

8.2.9.4.1. Prepare annual budget input for base honor guard requirements, (include ARC augmentation) i.e. travel, per diem, active duty uniforms, and equipment. *NOTE:* Uniforms for ARC members will be funded by the ARC organization. (See paragraph **8.3.3.3.**)

8.2.9.4.2. Train and equip honor guard team members, to include ARC funeral augmentees, to perform military honors.

8.2.9.4.3. Approve and maintain a list of performance ready (trained, uniformed, equipped) honor guard members. For ARC augmentees, coordinates list with ARC unit and/ or Base Individual Mobilization Augmentee Administrator (BIMAA) manager monthly.

8.2.9.4.4. Act as liaison between base activities and the honor guard.

8.2.9.4.5. Ensure completion of AF Form 1946, **Honor Guard Checklist**, for all funeral detail requests and for other activities in which the honor guard participates.

8.2.9.4.6. Prepare reports required in paragraph **8.7.**

8.2.9.4.7. Ensures military funeral honors request telephone number is maintained in the internet-based military funeral honors reporting system. Ensures either a person or answering machine record all incoming funeral honors requests 24 hours per day. Ensures confirmation of telephone answering machine requests back to funeral directors within 12 hours of request time.

8.2.10. **The ARC Wing/Group Commander (unit providing funeral augmenta tion).**

8.2.10.1. Approves MOU with active duty host for military funeral honors support. (Figure 8.1.)

8.2.10.2. Appoints a full time OPR to handle respective Reserve/Guard honor guard participation.

8.2.10.3. Ensures only MPA man-days are utilized for ARC support of active duty component funeral requirements.

8.2.10.4. Ensures volunteers do not exceed the 139 MPA man-day limitation per fiscal year. Forward request for waiver to exceed 139 man-day limitation to HQ AFSVA/CCR with information copy to respective ARC headquarters.

8.2.10.5. Educates civilian employers on the Air Force Honor Guard Program and the need for short-notice response and availability of ARC augmentees beyond the 15-day annual tour requirement.

8.2.10.6. Provides special recognition program for honor guard members if they are not part of an active duty team.

8.2.10.7. Provide O&M funding for uniform purchase, cleaning and alterations.

8.2.11. **The ARC Honor Guard OPR.**

8.2.11.1. Maintains a list of volunteers with availability and coordinates monthly with installation honor guard point of contact (POC).

8.2.11.2. Tracks man-day utilization and accountability regarding the 139 MPA man-day limitation for each individual per fiscal year.

8.2.11.3. Provides appropriate information to the augmentee's unit for orders processing.

8.2.11.4. Ensures volunteers perform annual tour, unit training assemblies, and other required reserve training.

8.2.11.5. Ensures ARC honor guard members are in compliance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel,* and AFI 40-502, *The Weight and Body Fat Management Program*.

8.2.11.5. (MACDILL) All personnel assigned to the honor guard must meet or exceed Air Force standards, to include weight and personal appearance in accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and qualifications outlined in **Attachment 15 (Added)**. Personnel with unfavorable information files (UIF), on control rosters, or with any other disciplinary action will not be accepted for honor guard duty and will be reason for dismissal from the honor guard team.

8.2.11.6. Completes AF Form 1946 for all honors rendered excluding those completed by active duty honor guards where ARC is providing augmentation.

Figure 8.1. Sample Memorandum of Understanding (MOU) For Air Reserve Component (ARC) Support For Military Funeral Honors

(Appropriate Letterhead)

Introduction: This MOU establishes guidelines for the use of Air Reserve Components (ARC) augmentation of the _____(Base) Honor Guard.

RESPONSIBILITIES: All organizations covered by this MOU agree to the responsibilities as outlined below:

Installation Commander or Designated Representative (Active Duty):

Maintain command and control of Area of Responsibility (AOR) for military funeral honors through integration of active duty members and ARC augmentation

Requests ARC support through MAJCOM/SV

Pay travel and per diem costs as required for ARC participants within the AOR

Provide all honor guard equipment to include weapons and ammunition

Develop honor guard OI, to include ARC participation and provide info copy to ARC

Provide training to all honor guard members

Provide uniforms for IMA honor guard volunteers

Maintain all data collection and forward to MAJCOM on a monthly basis

Provide Honor Guard OIC/NCOIC

Act as liaison with ARC units

Manage and maintain all honor guard documentation and team composition/control

ARC Support Group CC

Provide and maintain a list of volunteers

Monitor man-day utilization

Cut orders as required

Recruit new members

Ensure volunteers perform annual tours, unit training assemblies and other required training

Fund uniforms for Guard and Reserve members

CONTINGENCY CLAUSE: Activation Presidential Select Reserve Call-up (PSRC, partial, full or total mobilization) of ARC members for military necessity in support of real world situations preempts this MOU.

SIGNING AGENCIES:

Active Duty Authorizing Official: ARC Authorizing Official:

APPROVING AGENCIES:

Respective ARC MAJCOM/SV Respective MAJCOM/SV

HQ AFSVA/CCR

8.2.11.7. Trains honor guard team members in accordance with established Air Force Honor Guard standards.

8.2.11.8. Provides required reports to appropriate ARC headquarters (AFRC/SV, ANG/SVX).

8.2.12. **The Chief of Security Forces (CSF).**

8.2.12.1. The CSF advises the honor guard on how to store, clean, and maintain weapons and blank ammunition dedicated to the honor guard.

8.2.13. **The Public Affairs Officer.**

8.2.13.1. Evaluates requests from civilian agencies that want to use the base honor guard for civilian functions or ceremonies.

8.2.13.2. Advises the installation commander and honor guard commander on requests to use the honor guard in off-base functions.

8.2.13.3. Publicizes honor guard program through base newspaper and other available sources.

8.2.14. **Honor Guard Team Members.**

8.2.14. (MACDILL) The objective of the MacDill AFB Honor Guard Program is to provide well-trained, highly professional personnel in the finest traditions of Air Force discipline, appearance, and honor. The honor guard's primary mission is rendering military funeral honors to Air Force members (active duty, retired, and veteran) for a 20 Florida county geographical area. In addition, the honor guard performs the presentation of colors at special civilian or military events, i.e., retirement ceremonies, changes of command, parades, dining in/out, etc., when available.

8.2.14.1. Members are usually volunteers from the installation host and tenant units, which can include ARC units and IMAs in the base's area of responsibility. All members must abide by the provisions of this instruction and the host installation honor guard operating instruction.

8.2.14.1. (MACDILL) Personnel should have at least one-year retainability to fulfill their one-year commitment to the honor guard program. If deployed or on temporary duty (TDY), members' contracts will be placed on hold and will continue when they return to duty at MacDill AFB. A unit must provide a replacement for their honor guard member no later than one month before the member departs the team (this will provide sufficient overlap for training purposes). Honor guard members will not be relieved from their commitment until a replacement has been appointed and trained for one month (subsequent only to emergencies or short notice deployments).

8.2.14.2. Are expected to maintain a high standard of appearance and a positive attitude.

8.2.14.2. (MACDILL) All personnel assigned to the honor guard must meet or exceed Air Force standards, to include weight and personal appearance in accordance with AFI 36-2903 and qualifications outlined in **Attachment 15 (Added)**. Personnel with unfavorable information files (UIF), on control rosters, or with any other disciplinary action will not be accepted for honor guard duty and will be reason for dismissal from the honor guard team.

8.2.14.3. Are responsible for maintaining their uniform, attending training, mastering the drill, and knowing traditional formation ceremonies and protocol.

8.2.14.4. Because of training and proficiency required, team members should participate in these duties for at least one year; this includes ARC volunteers who participate on an as-needed basis.

8.2.14.4. (MACDILL) Personnel should have at least one-year retainability to fulfill their one-year commitment to the honor guard program. If deployed or on temporary duty (TDY), members' contracts will be placed on hold and will continue when they return to duty at MacDill AFB. A unit must provide a replacement for their honor guard member no later than one month before the member departs the team (this will provide sufficient overlap for training purposes). Honor guard members will not be relieved from their commitment until a replacement has been appointed and trained for one month (subsequent only to emergencies or short notice deployments).

8.2.14.5. The honor guard team is composed of:

8.2.14.5.1. The Honor Guard Commander (HGC) or Honor Guard Officer in Charge (HG OIC). The HGC or HG OIC is in charge of performances and the discipline, appearance, and competence of honor guard members. The HGC or HG OIC selects the Honor Guard Noncommissioned Officer in Charge (HG NCOIC).

8.2.14.5.2. The HG NCOIC assists the HGC or HG OIC, schedules training, controls the equipment, selects flight sergeants, and ensures that members are trained and available. Completes AF Form 1946 for all honor guard activities.

8.2.14.5.3. Flight Sergeant. The Flight Sergeant heads each honor guard flight, selects the honor guard members for the Color Guard, Firing Party, and Pallbearer elements, and assists the HG NCOIC.

8.2.14.5.4. Color Guard Members. The Color Guard should consist of fully trained noncommissioned officers as flag bearers and two airmen guards. However, deviations in the manning requirement are authorized based on availability of assigned members and their proficiency levels.

8.2.14.5.5. Firing Party Members. Firing Party members should be personnel who have never been disqualified from bearing arms because of administrative or judicial action. Members will be trained on safety, proper handling, operation and function, assembly and disassembly, and care and cleaning of assigned weapons. They should qualify in premarksmanship training, including safety, proper handling, operation and function, assembly and disassembly, and care and cleaning of assigned weapons. Ensure personnel are authorized to be armed IAW AFI 31-207, *Arming and Use of Force by Air Force Personnel.*

8.2.14.5.6. Pallbearers. Pallbearers should be proficient in carrying a casket and folding the interment flag.

8.2.14.5.7. Precision Drill Teams (optional). Precision drill teams are composed of honor guard members who excel in their primary honor guard duties or demonstrate superior skills in precision drill formations and display exemplary decorum and bearing.

8.2.14.6. (Added-MACDILL) After the initial training phase consisting of five consecutive days of training, personnel will be assigned to either the Alpha, Bravo, or Charlie flight. If individuals are assigned to Alpha or Bravo flights, they will be required to participate one month of honor guard duties, and one month at their duty section, rotating month to month for one year. Alpha and Bravo flight members are subject to tasking anytime during their one month taskable period. If individuals are assigned to the Charlie flight, members are required to attend at least one practice monthly and are required to participate in five details, colors, or funerals per month (exception:

E-6 to E-9 and O-1 to O-3 requirement is two times a month plus one practice) to be considered active honor guard members. The honor guard OIC/NCOIC will provide to squadrons a monthly roster of individuals who are tasked to perform duties for the upcoming month.

8.2.14.7. (Added-MACDILL) When possible, honor guard members should be exempt from non-mission essential TDY requirements. If a member is required to perform TDY duties, his or her honor guard tour of duty will be extended the same amount of time. Additionally, the unit retains the option to replace the member if they do not want to extend that member's one year honor guard commitment.

8.2.14.8. (Added-MACDILL) Duty Requirements.

8.2.14.8.1. (Added-MACDILL) All active members of the honor guard are trained as alternate members of the base search and recovery team for any local incident requiring support of such operations. Honor guard team members may be subject to recall to assist with search and recovery operations. Recalled honor guard members will report to the 6 SVS Unit Control Center, bldg 65, 2d floor (across from the golf course) in battle dress uniform (BDU) within one hour of the recall. Further instructions will be provided at that time.

8.2.14.8.2. (Added-MACDILL) Supervisors will release members during their taskable period. If this release is not possible due to mission demands, the member’s commander or first sergeant must justify, in writing, these exceptions. If a member is unavailable five days or more, excluding leave, TDY, or medical release, that squadron’s first sergeant must notify the honor guard staff with an explanation. If the situation is not corrected within an additional five days, that unit will appoint a replacement.

8.2.14.8.3. (Added-MACDILL) During the member’s one-month honor guard duty period, the member will report to the honor guard office instead of their work center. Members will report in BDUs at 0730, Mon-Fri, unless otherwise directed. If there is no honor guard detail or training scheduled on any specific day during the one-month duty period, the member will be released back to his or her duty section after reporting to the honor guard office. While assigned to the honor guard, members will be expected to maintain a physical fitness level commensurate with honor guard expectations. The Honor Guard OIC/NCOIC may direct physical fitness to members based on mission requirements. During Alpha and Bravo non-taskable periods, members will not be subject to any tasking unless military funeral honors warrant additional personnel to fulfill. The Honor Guard OIC/NCOIC will give compensatory time to the member during their one-month taskable period.

8.2.14.8.4. (Added-MACDILL) Normally, members in training are not assigned duty; however, emergencies may require a policy change.

8.2.14.8.5. (Added-MACDILL) Honor guard members will be excused from duty one hour before scheduled show times (or more depending upon destination) for honor guard details. Compensatory time for Charlie flight honor guard members during scheduled off-duty hours will be given to the member at their supervisor’s discretion.

8.2.14.8.6. (Added-MACDILL) Honor guard members will be excused from duty during base exercises to support funeral details and other honor guard details when unit mission requirements allow so as not to impede upon the honor guard mission of supporting military honors. The unit commander or first sergeant will inform the honor guard, in writing, when an individual cannot be released.

8.2.14.8.7. (Added-MACDILL) During honor guard taskable months, honor guard members will be excused from base details as well as squadron details. Units are encouraged to exempt honor guard members from squadron details during non-taskable months. This is at the discretion of the unit commander.

8.2.14.9. (Added-MACDILL) Funeral requests must go through the 6 SVS/SVMC honor guard office. Normally, there is a 48-hour notice for funeral detail. Civic requests for honor guard support for any colors presentation will be conducted in writing (E-mail or facsimile is acceptable) and will be coordinated through the Public Affairs Office (6 AMW/PA) who, in turn, will coordinate with the MacDill Honor Guard. Requests for colors presentation require at least a five duty day advance notice. No request will be scheduled more than four months before the event. For functions other than funerals, precedence will be determined by the order in which requests were received as determined by the 6 SVS/CC or designated representative. The honor guard will participate in the following functions in order of precedence.

8.2.14.9.1. (Added-MACDILL) Retirement ceremonies for Chief Master Sergeant (CMSgt) and officers, colonel and above. When manning permits, requests for Air Force members below the above grades will be performed. If the request originates from Headquarters, United States Special Operations Command (USSOCOM), the USSOCOM Joint Services Color Guard must be notified first.

8.2.14.9.2. (Added-MACDILL) Change of command ceremonies (wing, group, and squadrons).

8.2.14.9.3. (Added-MACDILL) Recognition ceremonies (Wing Quarterly and Annual Recognition Programs).

8.2.14.9.4. (Added-MACDILL) Base functions (SNCO or Chief Induction Ceremony, Dining In/Out, etc.).

8.2.14.9.5. (Added-MACDILL) Community programs (requests for parades, celebrations, and similar functions in the local community when coordinated and approved by 6 AMW/PA).

8.2.14.9.6. (Added-MACDILL) Other activities judged appropriate by the 6 SVS/CC, 6th Mission Support Group Commander (6 MSG/CC), or 6 AMW/CC.

8.3. Resource Management.

8.3. (MACDILL) The MacDill AFB Honor Guard will be comprised of active duty military personnel assigned and attached to MacDill AFB. The honor guard team will be manned with a minimum of 37 active duty members from base organizations. Each squadron or squadron equivalent that participates in the honor guard program will provide 3 percent of their enlisted population (E-5 and below) as members of the honor guard assigned to Alpha or Bravo flights. The honor guard will send out a letter via electronic mail to each squadron commander monthly outlining the manning for their organization. **Attachment 14 (Added)** outlines the manning quota for each organization and will be reviewed annually. The Commander, 6th Services Squadron (6 SVS/CC), or designated representative will revalidate the honor guard manning and unit quota annually.

8.3.1. **Manpower.**

8.3.1. (MACDILL) Veterans Service Organizations (VSO): Section 578 of the National Defense Authorization Act for fiscal year 2000, subsection 578(d), authorizes members of VSOs and other

approved organizations to participate with the military services in providing military funeral honors. VSOs can assist the military by providing additional elements such as color guard, pallbearers, or firing party. Further guidance on military funeral honors and authorized providers can be found in Department of Defense Directive 1300.15, *Military Funeral Support*.

8.3.1.1. Obtain volunteers from host and tenant organizations.

8.3.1.2. If there are insufficient volunteers to support the installation honor guard program, an organizational quota system may be required. Additional manpower may be obtained from ARC organizations/individuals within the installation's area of responsibility. **Attachment 9** describes procedures for ARC augmentation.

8.3.2. **Funding.**

8.3.2. (MACDILL) TDY funds are reserved exclusively for funerals. The requesting organization or activity is responsible for funding all other types of requests. The 6 SVS/CC may authorize exceptions.

8.3.2.1. Authorized expenditures are payable through O&M funds and include all travel and per diem in support of military honors.

8.3.2.2. Active duty has O&M funding responsibility for support provided by ARC augmentees.

8.3.2.3. O&M funds are used for the procurement and cleaning of uniforms, purchase of equipment, and miscellaneous expenses such as hiring a bugler. *NOTE:* If an ARC unit is not located near an active duty installation, cleaning of uniforms will be funded by the ARC.

8.3.3. **Uniforms.**

8.3.3. (MACDILL) All uniforms and uniform accessories issued to honor guard members are the property of the MacDill AFB Honor Guard, unless otherwise stated. Honor guard members will be authorized to wear the honor guard patch on their BDUs while assigned to the base honor guard.

8.3.3.1. AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, specifies how to wear base/installation honor guard uniforms.

8.3.3.2. Procure uniform items locally or through supply procedures using national stock numbers (NSN) or part/model (PN/MN) numbers to meet standards established by the USAF Honor Guard.

8.3.3.3. ARC units will fund uniforms for their honor guard members.

8.3.3.4. Uniforms for IMA augmentation will be funded by the active duty organization where member is assigned.

8.3.3.5. Honor Guard uniform items are cleaned through the linen exchange contract.

8.3.3.6. Questions related to honor guard uniforms will be directed to USAF Honor Guard at DSN 754-1748.

8.3.4. **Equipment and Weapons.**

8.3.4. (MACDILL) The Commander, 6th Security Forces Squadron (6 SFS/CC), will ensure the availability of the MacDill AFB Honor Guard weapons to support honor guard missions.

8.3.4.1. Honor guard equipment for all team members, including the ARC, is purchased through base supply and contracting as applicable.

8.3.4.2. Required weapons and ammunition are:

8.3.4.2.1. The M-1 rifle (operational), NSN 1005-00-674-1425, and M-1 rifle (inert), NSN 1005-00-599-3289, are available for issue. Submit funded requisitions through supply and the USAF Honor Guard to WR-ALC/LKJMW, Routing Identifier FLB, Robins AFB GA, 31098-5000. The active duty honor guard will budget for and procure weapons for ARC augmentees.

8.3.4.2.2. Blank ammunition is used for military funeral and memorial services, drill team presentations, and honor guard and drill team practice. Send annual projections of how much blank ammunition the honor guard will need, to MAJCOM/SVX, so these requirements are included in the installation's five-year forecast (see AFI 21-202, *Combat Ammunition System Procedures* and AFI 21-208, *Munitions Forecast, Allocation, and Buy Budget Processes*). Active duty honor guards being supported will forecast and fund for ammunition for ARC augmentation should an authorized increase be necessary.

8.3.4.3. Control weapons and ammunition according to AFI 31-209, *Air Force Resource Protection Program* (formerly AFRs 125-6, 125-17, 125-37, and 355-11) and AF Handbook 31-223, *Security, Air Force Resource Protection Program* (formerly AFH 355-11). Weapons may be stored in the honor guard office if it is approved as a designated weapons storage area. As outlined in AFH 31-223, chapter 6; protection of arms, ammunition, and explosives of category IV low risk assets is locally determined. However, at a minimum, should these assets be stored/ maintained within the honor guard office, the following will be used as compliance factors. For ARC augmentees, weapons and ammunition may be stored at the ARC unit in an authorized armory with prior approval of the active duty unit being supported and with the concurrence of the ARC wing/ group commander.

8.3.4.3.1. No penetrable material (plywood, drywall, paneling, etc.) will be used as walls if an intrusion detection system (IDS) is not installed.

8.3.4.3.2. It must be a single entrance room with no windows or exterior exposure/access available.

8.3.4.3.3. Entry must be a single piece, solid door with an approved heavy gauge lock.

8.3.4.3.4. Weapons will be secured in an approved safe or locked weapons storage rack.

8.3.4.3.5. Blank ammunition will be stored in an approved container.

8.3.4.3.6. An approved clearing barrel IAW AFMAN 31-229, *Air Force Weapons Handling Manual,* must be present.

8.3.4.3.7. You must have written approval from the installation commander, through the CSF and the resource protection executive committee, for the storage facility and procedures, to include a valid access roster.

8.3.4.3.8. M-1 rifles, operational and inert, will be stored, handled, issued, and maintained with equal sensitivity.

8.3.4.4. If any person must be armed with an operational weapon to protect honor guard weapons, that individual must meet the requirements of AFI 31-207, *Arming and Use of Force by Air Force Personnel* before being armed, and must qualify on the weapons according to AFI 36-2226, *Combat Arms Training and Maintenance (CATM) Program* (formerly AFR 50-36).

8.3.5. **Transportation.** Honor Guard vehicle requirements are found in Allowance Standard (AS) 019, Vehicles. Bases will use allowance source code AS 019ZF to add or increase vehicle authorization for their Honor guard requirements. Obtain vehicle support from the transportation squadron if vehicle allowance and authorization has not been established. When special vehicles, such as buses or tractor-trailers are needed, the installation transportation organization will provide qualified drivers. Training will be in accordance with established Air Force Honor Guard standards.

8.3.5. (MACDILL) The Commander, 6th Logistics Readiness Squadron (6 LRS/CC), will ensure appropriate transportation to support honor guard missions.

8.4. Base Level Training.

8.4.1. **Training Resources.** Training resources available through USAF Honor Guard, Bolling AFB DC:

8.4.1.1. Provides current list of available training aides to each MAJCOM/SV and base level honor guard.

8.4.1.2. Provides updates to each MAJCOM/SV as new training aides become available.

8.4.1.3. Manages and offers an in-resident training course *Protocol, Honors, and Ceremonies,* L5AZ08G000-001, PDC Code 145 and a mobile training course, *Protocol, Honors, and Ceremonies,* L5AZK8G000-000, PDS Code 145. These courses are offered to facilitate base honor guard (BHG) training requirements. The courses are funded through normal Air Education and Training Command (AETC) channels when available. Course quota requirements (in-resident) should be input through MAJCOM Services training functional managers. *NOTE:* Course information may be obtained through Air Force Training Management System (AFTMS).

8.4.1.4. Provides a mobile training team for regional workshops and seminars with funding provided by the requesting MAJCOM or base.

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

8.4.1.6. Conducts regional SATVs to selected MAJCOMs, regions, and bases. The USAF Honor Guard will receive funding from the requesting MAJCOM or base for SATVs as funding permits.

8.4.1.7. Questions related to honor guard training will be directed to USAF Honor Guard at DSN 754-6268 or 6265.

8.4.2. **Audiovisual Productions.** Audiovisual productions available through USAF Honor Guard for training are:

8.4.2.1. *Honor Guard Ancillary Ceremonial Functions*, video, PIN 613282.

8.4.2.2. *USAF Honor Guard Standard Funeral Overview*, video, PIN 613283.

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8.4.2.3. *Firing Party*, video, PIN 613284.

8.4.2.4. *Uniform Preparation/Cordon/Additional details,* video, PIN 613285.

8.4.2.5. *Weapons Manuals*, video, PIN 613286.

8.4.2.6. *Colors*, video, PIN 613287.

8.4.2.7. *Pallbearers*, video, PIN 613288.

8.5. Special Recognition. The time and effort spent by honor guard members may be recognized as listed in **Attachment 8**.

8.5. (MACDILL) The following compensation and benefits will be provided to an active honor guard member:

8.5.1. (Added-MACDILL) Consideration for a three-day compensation pass once a quarter.

8.5.2. (Added-MACDILL) Free dry cleaning of ceremonial uniform.

8.5.3. (Added-MACDILL) Enrollment in the MacDill Volunteer Incentive Program (MACVIP) Program (volunteer parking and additional items).

8.5.4. (Added-MACDILL) Exemption from base details, including bay orderly (see para **8.2.14.7. (Added)**).

8.5.5. (Added-MACDILL) Basic Allowance for Subsistence (BAS) for Alpha and Bravo flight members who are eligible (Charlie flight exception: team members prior to the full-time team) (see para **8.2.14.6. (Added)**).

8.5.6. (Added-MACDILL) Consideration for Air Force Achievement Medal upon completion of one year of outstanding service and at least 45 total ceremonial details.

8.6. ARC Augmentation Procedures. The process and responsibilities for obtaining ARC augmentation are listed in **Attachment 9**.

8.7. Reporting Requirements.

8.7.1. **Reports to USAF Honor Guard (RCS: HAF-SVA(AS)9905).** The USAF Honor Guard will periodically request reports from installation honor guards, through MAJCOM/SVX, to include a summary of AF Form 1946 and other pertinent honor guard management information such as levels of weapons on hand, etc. Information copies of all data calls will be provided to the MAJCOM/SV. All data calls and replies should be submitted via e-mail where possible. This report is designated emergency status code "C3". Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by nonelectronic means, if possible. Continue reporting during MINIMIZE.

8.7.2. **Funeral Detail Reporting.** All funeral detail requests will be entered into an Internet based Web site at **www.dmdc.osd.mil/taps/owa/taps_main.login**. Each installation honor guard is responsible for entering every detail request within 30 days of the detail execution date. Refer to Military Honor Funeral Data Collection Users Manual for reporting procedures.

8.8. Honor Guard Checklist. AF Form 1946, **Honor Guard Checklist** is completed for any activity in which the honor guard participates. As applicable, the completed form goes in the mortuary case file and is disposed accordingly. If not filed in the mortuary case file, see AFMAN 37-139, *Records Disposition Schedule*.

8.9. Military Funeral Honors - Eligibility and Authorized Honors Entitlements. Commanders ensure that honors are furnished, consistent with available personnel and resources, for active and retired members and veterans who served at least one term of enlistment and have departed under conditions other than dishonorable. Provide honors and flyover (if eligible), if not previously provided, at the place of final disposition, or at an authorized memorial service for remains declared nonrecoverable. Persons eligible to receive military honors, by priority, are listed in**Chapter 2**. Due to the closure of Air Force installations and the aging of Air Force retiree and veteran populations, the Air Force has established minimum manning standards for honor guard funeral team composition for these categories. Additional funeral support may be provided at the discretion of the installation commander, if resources permit, but may do so only if this extended level of support can be provided on a continuing basis. Persons eligible and their entitlements include:

8.9. (MACDILL) Funerals for USAF members (active duty, retiree, and veteran) are congressionally mandated and have precedence over all other details.

8.9.1. **Active Duty and Recipients of the Medal of Honor.** Air Force active duty personnel and recipients of the Medal of Honor are entitled to full military honors consisting of 6 pallbearers, 8 firing party, bugler, 4 color guard, an OIC or NCOIC, and an Air Force chaplain, when requested by the NOK.

8.9.2. **Retirees.** Air Force retired members to include those receiving retired pay or members of the Air Force Reserves or Air National Guard (ANG) who have 20 years or more satisfactory service for retirement are entitled to modified military honors. Modified honors consist of 8 pallbearers/firing party (dual use), bugler (contract bugler may be used or recorded version of taps played with concurrence of the NOK), and OIC/NCOIC. The optimum detail size for retirees is 10 with a bugler or 9 without. With MAJCOM/SV approval, a minimum 5 person detail may be provided when resources do not allow 9 or 10 person details. The 5 person detail consists of 3 firing party, bugler, and OIC/NCOIC. The minimum retiree detail size is 5 with a bugler or 4 without. *NOTE*: Verify Air Force retired member status by referring to the retired members DD Form 214 furnished by the NOK or funeral home representative. If DD Form 214, does not reflect retirement status or is not available, contact your local Casualty Affairs Office to verify the individual was entitled to receive retirement pay. After duty hours or weekends and holidays, verify retirement status by calling Air Force Casualty toll free at 1-800-433-0048.

8.9.3. **Former Members (Veterans).** 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 not in a duty status are entitled to two Armed Forces members. One of which will be an Air Force representative (officer or enlisted depending on the grade of the decedent) who will, if requested by NOK, fold and present the interment flag and play a recorded version of Taps, or a three person detail if a bugler is available. If the NOK requests support above the two person minimum, additional honors should be obtained from Veteran Service Organizations (VSO), or Reserve Officer Training Corp (ROTC) units, etc., before requesting support from another Armed Service.

8.9.4. **Special Funerals.** The extent of support for special funerals will be consistent with the provisions contained in this chapter.

8.10. Responsibility for Obtaining, Providing, and Tasking for Funeral Honors. Each installation is responsible for furnishing requested funeral honors support within the base's assigned geographic areas, identified on the Air Force Services Agency web page.

8.10.1. When the place of burial is not within the home installation's AOR, the mortuary officer arranging for disposition will obtain the state and county of the receiving funeral home or the government cemetery. Look up the responsible installation's area of funeral honors responsibility on the Air Force Services Agency web page.

8.10.2. Notify the mortuary officer at the honors installation promptly by telephone in advance of an Automatic Digital Network (AUTODIN) tasking message.

8.10.3. When a military member dies overseas and the remains are returned to CONUS for burial, Air Force Mortuary Affairs designates and tasks the installation to provide honors.

8.11. Funeral Honors Team Personnel.

8.11.1. **Air Force Chaplain.**

8.11.2. **Pallbearers.** If the deceased was a member of a local military organization such as the ANG or Air Force Reserve, the NOK may desire to select honorary pallbearers from that organization.

8.11.3. **Honorary Pallbearers.** Honorary pallbearers (may be either military or civilian but will be included in the funeral ceremony only at the specific request and invitation of the NOK).

8.11.4. **Firing Party.** The firing party should consist of eight airmen, seven armed with the M-1 rifle and an NCOIC. The firing party ordinarily is a part of the troop escort. However, the firing party may participate in the ceremony as a separate element.

8.11.5. **Bugler.** Ordinarily, the bugler is part of the troop escort or band. If there is no bugler available, one may be hired locally and paid by citing O&M funds. If a bugler is not available for hire, advise the NOK, and offer to use a Compact Disc (CD) audio system to sound taps. If the NOK rejects this offer, then no taps are sounded. When used, audio equipment is out of sight of the funeral party.

8.11.6. **Color Guard.** The color guard will carry the United States Flag and the Air Force Organizational Flag (provisional). The color guard will consist of two noncommissioned officers, if available, as flag bearers and two airmen guards. If not practical, most proficient personnel are acceptable.

8.12. Planning Funeral Honors. The wishes of the NOK regarding the honors elements to be furnished, is paramount. When the request for honors is received, the mortuary officer notifies the Honor Guard Commander or OIC of the request, and assists, as necessary, with the arrangements. The mortuary officer completes an AF Form 1946, **Honor Guard Checklist**, for each authorized funeral honors request and enters the request into the Military Funeral Honors web based reporting system.

8.12.1. Requests should be received in sufficient time to properly prepare and transport the funeral ceremonial team to the interment site. Place team members on appropriate travel orders when funeral honors involve TDY. Issue confirmatory orders if a member is required to perform this special duty.

8.12.2. Funeral honors requests will not be denied. All funeral honors requests must be supported within the guidelines set forth in this chapter. When funeral honors requests for an eligible decedent cannot be supported, the mortuary officer at the installation completes AF Form 1946 indicating the circumstances and justification for the inability to support the request and contacts other Air Force funeral honors units or MAJCOM/SVX to ensure the request is supported. Submit a copy of the AF Form 1946 to the MAJCOM/SVX, and Air Force Mortuary Affairs (HQ AFSVA/SVOM) within five workdays.

8.13. Chaplain Support. Chaplains provide requested military funeral support when possible. Civilian clergy may be substituted for an Air Force chaplain. Families are encouraged to use their own clergy. Chaplain support includes active duty chaplains assigned to the installation concerned, Air Force Reserve, ANG, and retired chaplains in the immediate area. All requests for chaplain support and for the use of military chapels for funeral services (except Arlington National Cemetery) are made through the installation's Mortuary Affairs office. The installation's senior chaplain resolves any problems with providing support.

8.14. Flyovers. A flyover by Air Force aircraft for funeral ceremonies (remains interred) or memorial ceremonies for a BNR, and determined to be nonrecoverable, is appropriate in certain instances. Requests are considered only from the NOK, in writing. If flown, the formation normally consists of a 4-ship, fingertip formation with the Number 3 aircraft missing or a 4-ship formation with the Number 3 aircraft performing a pull-up maneuver at a specific time in the flight. Requests are approved only when the mission can be accomplished in conjunction with a formation training flight.

8.14.1. One flyover is authorized for the funeral/memorial ceremonies of dignitaries of the armed forces and federal government and for funeral/memorial ceremonies of military persons to include:

8.14.1.1. Active duty officers who held an aeronautical rating or who were taking a course of instruction leading to such a rating (AFI 36-2605, *Air Force Military Personnel Testing System)* including Air Force Reserve or Air National Guard.

8.14.1.2. Active duty non-rated career aviators (13BX officers and 1AXXX enlisted i.e., flight engineers, loadmasters, boom operators, etc.),

8.14.1.3. Active duty non-career aviators (nurses, medical technicians, intelligence, etc.) but only when they die in the line of duty while performing aviation duties.

8.14.1.4. Active duty and retired Air Force 4-star general officers, regardless of aeronautical rating, are authorized a flyover. (*NOTE:* Except for retired four star generals, retired personnel are not authorized a flyover).

8.14.1.5. Treat Air Reserve Component (ARC) the same as active duty (eligible when death occurs on or off duty).

8.14.1.6. If the proposed flyover is not for a specific individual, see AFI 11-209, *Air Force Participation in Aerial Events,* for approval authorities and procedures for submitting the request. *NOTE:* Submit waiver requests for unauthorized flyovers to the MAJCOM Director of Operations (DO) who will coordinate the request with Headquarters United States Air Force Directorate of Operations and Training (HQ USAF/XOO) for submission to the Vice Chief of Staff of the Air Force (Refer to AFI 11-209). Determination of dignitaries of the armed forces and the federal government is delegated to HQ USAF/XOO.

8.14.2. When flown over a military installation, the flyover is approved by the MAJCOM or its designated representative having operational control of the aircraft with the concurrence of the commander responsible for the military installation to be overflown. If this flyover is for an installation hosted memorial service, and the NOK requests a flyover be flown at the funeral service at final destination, an exception to policy approved by the HQ USAF/CV for and installation memorial service flyover will not be required. During duty hours a courtesy telecon to HQ USAF/XOOOF (Aerial Events Division) DSN 225-7220 should be made prior to the performance of the installation hosted flyover.

8.14.3. When flown over any location in the Washington DC area, approval is required from the Secretary of the Air Force for Public Affairs (SAF/PA). The MAJCOM coordinates directly with SAF/PA for telephonic approval. Notify the HQ USAF DO Duty Officer (AFDO) at DSN 225-7220 of all approved ceremonies in the Washington DC area. The AFDO will notify the HQ USAF/XOOOF, Aerial Events Division, staff of all approved ceremonies. HQ USAF Aerial Events Coordinator will take necessary action to obtain an aerial control team for the ceremony. Follow up the telephonic request with a confirming priority message to SAF/PA; the Secretary of the Air Force, Chief, Aerial Events (SAF/PAN); HQ USAF Deputy Chief of Staff, Air & Space Operations (XO), XOO, USAF/XOOOF, and Air Force Mortuary Affairs. This message is transmitted during MINIMIZE. Flyovers in the Washington DC area are limited but may be approved with certain restrictions. All funeral flyovers in the Washington DC area utilizing Air Force aircraft must be coordinated with HQ ACC/DOOA (DSN 574-7853). *NOTE:* The Washington DC area includes the District of Columbia; the city of Alexandria, Virginia; the counties of Arlington and Fairfax, Virginia; the counties of Montgomery and Prince Georges, Maryland; together with incorporated municipalities lying within their borders.

8.14.4. When flown over a civilian cemetery or any other location in the public domain, except the Washington DC area, approval is required from HQ USAF/XO through HQ USAF/XOO. The telephonic request for approval with full details will be directed to the AFDO, DSN 227-6103 or 225-7220. This applies to duty and non-duty hours. The AFDO has approval authority for funeral ceremony flyovers and memorial ceremony flyovers in the public domain, except in the Washington DC area, and memorial ceremony flyovers not performed for a specific individual. The mortuary officer at the installation providing the military funeral honors is responsible for arranging for the flyover. To arrange flyover approval in a timely manner, the mortuary officer will contact his or her MAJCOM (SVX who will coordinate with the MAJCOM/DO for approval. The MAJCOM/SVX may obtain telephonic flyover approval from the AFDO. Authority for contact with the AFDO will not be further delegated. Proposed flying unit information, if available, is provided by the MAJCOM Services Commander or Division Chief or SVX to the AFDO when calling for flyover approval.

8.14.5. When a flyover in the public domain is approved telephonically by HQ USAF, the requesting MAJCOM/SVX will immediately contact the appropriate MAJCOM/DO for coordination/approval. The MAJCOM/DO will locate and identify the resource for the flyover. If the resource is under the direction of another MAJCOM, the two MAJCOM/DO offices will coordinate the resource(s). Once the assets are identified, the MAJCOM/SVX passes the information to the mortuary officer designated to provide the military honors. The mortuary officer will coordinate the date, time, and place of the service with the flying organization providing the resources(s). The MAJCOM/SVX will immediately follow-up with a confirming priority AUTODIN message to HQ USAF/XO/XOO/XOOOF, Air Force Mortuary Affairs, the command and unit that is providing the flyover aircraft, and the base designated for military honors. The message will continue to be transmitted during MINIMIZE.

Chapter 9

GOVERNMENT CEMETERIES AND HEADSTONES

9.1. United States Air Force Academy (USAFA) Cemetery.

9.1.1. Interment is restricted to the following individuals. *NOTE:* Former military members must have been discharged under honorable conditions.

9.1.1.1. USAFA Cadets

9.1.1.2. Air Force military personnel assigned to the USAFA or to tenant units at the Academy at the time of death. This does not include non-Academy personnel who are assigned on PCS orders to the Academy Patient Squadron Section of the hospital.

9.1.1.3. Academy Graduates. Any subsequent service in the armed forces of the United States, if terminated, must have been under honorable conditions. No graduate of the USAFA will be denied interment in the USAFA Cemetery without the approval of the superintendent.

9.1.1.4. All active and retired Air Force generals and lieutenant generals.

9.1.1.5. Former superintendents, vice superintendents, commandants of cadets, deans of the faculty, chiefs of staff, appointed directors of admissions, directors of athletics, permanent professors, tenured faculty officers, sequential tour faculty officers, preparatory school commanders, air base wing commanders, and academy senior enlisted advisors.

9.1.1.6. All Air Force personnel assigned to the USAFA between 11 July 1955 and 10 September 1957.

9.1.1.7. USAF cross-commissioned officer graduates of West Point or Annapolis who retired with 20 years of uniformed service.

9.1.1.8. Air Force Academy Board of Visitors members with prior distinguished military service.

9.1.1.9. All Medal of Honor recipients regardless of branch of service.

9.1.1.10. All Air Force Cross recipients.

9.1.2. Interment for the following persons who are related to a service-connected sponsor listed in **Chapter 9** who is interred or eligible to be interred in the USAFA Cemetery is authorized.

9.1.2.1. Wife or husband.

9.1.2.2. Unremarried widow or widower.

9.1.2.3. Dependent unmarried children under the age of 23.

9.1.2.4. Dependent unmarried adult, defined as one who at the time of death was over 21 years of age, incapable of self-support because of physical or mental condition, and who received more than one-half of his or her support from the service-connected parent; or if the service-connected parent is deceased and interred in the USAFA Cemetery, was receiving more than one-half of his or her support from the widow or widower of the deceased service-connected parent; or was receiving such support from some other source because of the prior death or inability of the parent or parents to provide such support.

9.1.3. Active duty personnel stationed at the USAFA seeking an exception to the provisions of this manual must do so 90 days prior to retirement from active military service.

9.1.4. Grave reservations are not assigned before an actual interment requirement. When the need arises, written or oral application should be made by the NOK to the 10 SVS/SVMM, 5136 Eagle Drive, Ste P106, USAF Academy CO 80840-2618. Only one gravesite is used for the interment of persons involved in the spouse or parent-child relationship. However, when an infant child is interred in the child section, the sponsor is still entitled to a site in the adult section.

9.1.5. Funerals are normally scheduled Monday through Friday, between 0900 and 1400. Funerals are not normally held on legal holidays or weekends due to logistical requirements.

9.1.6. Flyovers are conducted in accordance with 34th Operations Group Operating Instruction, 11-210, *Air Force Academy Command & Control of Aerial Events*. The normal flight path for funeral flyovers is from south to north.

9.1.7. Disinterments are permitted only when the NOK furnishes valid reasons, in writing, or when the disinterment is directed by a court order. Disinterment from one cemetery section for interment in another section is not permitted. All requests for disinterment are directed to 10 SVS/SVMM. Any expenses related to a disinterment are borne by the legal NOK or estate as applicable.

9.1.8. Interment services are normally conducted by chaplains assigned to the USAFA. Services are in accordance with the ecclesiastical discipline of the chaplain. Civilian clergy may assist in conducting services upon request by the NOK or upon invitation by the USAFA Senior Staff Chaplain.

9.1.9. The USAFA Mortuary Affairs Office, is the coordinator for all funeral services conducted at the USAF Academy.

9.1.10. A flat bronze grave marker or monument is furnished and installed without cost to the family for each interment. This will be the only authorized grave marker or monument. Markers are installed level with the ground. The Mortuary Affairs Office procures the grave markers through the Veterans Administration. *NOTE:* Memorial markers are authorized for all eligible individuals whose remains are nonrecoverable, not identified, cremated and scattered, buried at sea, or donated to medical science.

9.1.11. Concrete burial vaults, furnished at government expense, are installed for each interment.

9.1.12. NOK who want to inter or scatter cremated remains on USAFA grounds should send written requests to the Mortuary Affairs Office, which makes the arrangements. NOK may only inter or scatter the cremated remains of those people meeting the criteria in paragraphs **9.1.** through 9.10 anywhere on the Air Force Academy with the Commander, 10th Air Base Wing (10 ABW/CC) approval.

9.1.13. The Mortuary Affairs Office maintains the central cemetery records and scale maps of grave plots. These documents are available for information purposes during normal duty hours.

9.1.14. Facilities for viewing and storing remains or cremated remains are not available at the USAFA. Therefore, the NOK selects a funeral home to receive the remains or cremated remains.

9.1.15. For further information, contact 10 SVS/SVMM, commercial (719) 333-3323/2389. Web site address, **http://www.usafa.af.mil/svk/index/mortuary.htm**.

9.2. National and State Cemeteries. Some national cemeteries bury only cremated remains or casketed remains of eligible family members of those already buried. Contact the cemetery director for informa-

tion on the availability of space. A list of National and State cemeteries is provided in **Attachment 3** and at
http://www.cem.va.gov.

9.2.1. Chapel facilities for religious services are only available at Arlington National Cemetery. If a NOK desires services other than graveside at other government cemeteries, the NOK selects a funeral home to receive the remains.

9.2.2. Remains of eligible persons may be consigned directly to a government cemetery having available grave space, except for cemeteries under the jurisdiction of the United States Department of Interior. These cemeteries do not have the facilities for accepting consigned remains. The NOK selects a funeral home to receive the remains. To effect interment by direct consignment, contact the cemetery superintendent concerned to find out what documents and information are required. *NOTE:* USAFA is unable to accept remains directly consigned to the USAFA Cemetery.

9.2.3. Eligibility for interment is based on military service and determined by the cemetery director. Burial in government cemeteries, except for Arlington National, is authorized for the following categories:

9.2.3.1. Military Personnel.

9.2.3.1.1. Members of the armed forces of the United States who die while on active duty (other than for training).

9.2.3.1.2. Former members (veterans and retired) who were honorably separated from the last period of service.

9.2.3.1.3. Any member of a reserve component of the armed forces, the Army National Guard or ANG who during a period of active or inactive duty for training was disabled or died from disease or injury incurred or aggravated in the line of duty.

9.2.3.1.4. Members of Reserve components who die under honorable conditions while hospitalized or undergoing treatment at the expense of the United States for injury or disease contracted or incurred while performing active or inactive duty training or undergoing such hospitalization or treatment.

9.2.3.1.5. Members of the ROTC of the Army, Navy, or Air Force who die under honorable conditions while attending an authorized training camp or cruise, while performing authorized travel to or from that camp or cruise, or while hospitalized or undergoing treatment at the expense of the United States for injury or disease contracted or incurred under honorable conditions while engaged in one of these activities.

9.2.3.2. United States citizens who served in the armed forces of any government allied with the United States during any war in which the United States was or may hereafter be engaged. However, they must have been honorably separated from the last period of such service.

9.2.3.3. Members of families of Service or former Service Members. The wife, husband, widow, widower, minor child, and in certain instances, the unmarried adult child of any of the persons listed under military personnel. This includes the widow or widower of a member of the Armed Forces of the United States lost or buried at sea; officially determined to be permanently absent in a status of missing or missing in action; officially determined to be dead for the purpose of termi-

nating his or her status of missing or missing in action; or one whose remains have not been recovered.

9.2.3.4. Such other persons or classes of persons as designated by the Secretary of Veterans Affairs (38 U.S.C. § 2402[6]) or the Secretary of the Air Force (Public Law 95-202, ë§ë401).

9.2.4. Burial in Arlington National Cemetery is limited to:

9.2.4.1. Those who died on active duty.

9.2.4.2. Those having at least 20 years active duty or active reserve service which qualifies them for retired pay either upon retirement at age 60, and those retired for disability.

9.2.4.3. Veterans honorably discharged for 30% (or more) disability before October 1, 1949.

9.2.4.4. Holders of the nation's highest military decorations (Medal of Honor; Distinguished Service Cross, Air Force Cross or Navy Cross; Distinguished Service Medal, and Silver Star) or the Purple Heart.

9.2.4.5. Certain POW's who died on or after November 30, 1993.

9.2.4.6. Certain Dignitaries of the United States Government to include:

9.2.4.6.1. An elective office of the United States Government.

9.2.4.6.2. Office of the Chief Justice of the Supreme Court of the United States or of an Associate Justice of the Supreme Court of the United States.

9.2.4.6.3. An office listed in 5 U.S.C. 5312 or U.S.C. 5313.

9.2.4.6.4. The chief of a mission who was at any time during his or her tenure classified in Class I under the provisions of 411 (22 U.S.C. § 866).

9.2.4.7. The spouse, or unmarried minor child (under 21), of any of the above or of any person already buried in Arlington. An unmarried dependent student qualifies up to age 23.

9.2.4.8. An unmarried adult child with physical or mental disability acquired before age 21.

9.2.4.9. Provided certain special requirements are met, a veteran who is the parent, brother, sister or child of an eligible person already interred. Interment must be in the same grave as the primary eligible. The veteran's spouse must waive his or her eligibility for Arlington, and the veteran can have no dependent children at the time of death.

9.2.5. The following persons are ineligible for interment (advise the NOK of the applicable provision below only if file facts indicate its potential application and the NOK indicate a desire for interment).

9.2.5.1. Fathers, mothers, and in-laws regardless of whether they are dependent upon the service member for support or are members of his or her household.

9.2.5.2. Persons whose last separation from the armed forces of the United States was under other than honorable conditions, notwithstanding the fact they may have received veterans benefits, treatment in a Department of Veterans Affairs hospital, or that they died in such hospital.

9.2.5.3. A person otherwise eligible for burial in a government cemetery but who was convicted in federal, state, or United States military court of any offense involving subversive activity or of a crime or crimes resulting in the loss of United States citizenship, a sentence of death or a sentence to imprisonment for 5 years or more is not buried in a government cemetery. However, if

this person is subsequently pardoned of his or her offense or serves in the armed forces of the United States and the last service terminates honorably, then burial in a government cemetery is authorized. Offenses for subversive activities are defined as any of the offenses under the following statutes: 8 U.S.C. §§ 792, 793, (excluding subsection (f), 794, 798, 2381-2385, 2387-2390, and Chapter 105; 42 U.S.C. §§ 2272-2276.

9.2.5.4. Where minimum and maximum terms are imposed, the maximum will be used. An undetermined sentence is considered to be a sentence of 5 years or more when the maximum term equals or exceeds 5 years. Separate sentences served consecutively and which aggregate 5 years or more are disqualifying. A suspended sentence is not considered as imposing a term of imprisonment, except to the extent that such sentence is actually served.

9.2.5.5. A person excluded from burial who dies while in the custody of an armed force, may, with prior approval of the Director, National Cemetery System, Department of Veterans Affairs, Washington DC 20420, be buried in such other government burial ground as the Director, National Cemetery System, may select, but no military funeral honors will be performed at such burials.

9.2.5.6. By law (38 USC 2411), a person otherwise eligible for burial in a National Cemetery who is convicted of a Federal (includes military) or state capital crime for which he or she was sentenced to death or life imprisonment or found by the Secretary of Veterans Affairs (Secretary of the Army in the case of Arlington National Cemetery) to have committed such a capital crime but not convicted due to death or flight before trial. Specific details regarding this matter are available at "**http//www.cem.va.gov**"."

9.2.6. If a dependent family member dies before the active duty member, interment may be made in a government cemetery. The mortuary officer:

9.2.6.1. Has the sponsor complete and sign AF Form 507, **Agreement for Burial**, if applicable. Cemeteries under the jurisdiction of the Department of the Army (i.e., Arlington National Cemetery and Post Cemeteries) require an AF Form 507 to accompany remains. When the remains are to be interred in a government cemetery under the jurisdiction of the Department of Veterans Affairs or the Department of the Interior. AF Form 507 is not required. The USAFA Cemetery provides a USAFA form. All other base cemeteries do not require an AF Form 507.

9.2.6.2. Obtains convincing proof that the decedent is a bona fide dependent.

9.2.6.3. Using installation letterhead, prepares and signs a letter to the superintendent of the government cemetery. The letter certifies the decedent as a bona fide dependent, the sponsor is on active duty and in good standing, and identifies the sponsor's organization of assignment.

9.2.6.4. Ensures the AF Form 507 and certification letter accompany the remains to the government cemetery concerned.

9.2.6.5. The remains of dependent family members may be removed from a government cemetery proper and interred in the post section of a government cemetery if, upon death, the related service member is not buried in the same grave. *NOTE:* This does not apply to a service member who is lost or buried at sea, officially determined to be permanently absent in a status of missing or missing in action, or determined to be nonrecoverable.

9.2.7. Procedures for effecting interment and direct consignment to a government cemetery:

9.2.7.1. When remains of a military dependent family member who died outside the CONUS are prepared in a government mortuary and shipped direct to a government cemetery for burial, the responsible mortuary officer furnishes Air Force Mortuary Affairs the aerial port of entry, and the superintendent of the government cemetery concerned, the following information by priority precedence, AUTODIN message:

9.2.7.1.1. Deceased person's name, date of birth, date of death, and place of death.

9.2.7.1.2. Name (include maiden name when applicable), rank, SSAN, and date of birth for sponsor and other parent, if applicable.

9.2.7.1.3. Type of services desired by sponsor.

9.2.7.1.4. Whether the sponsor is returning to CONUS for services and, if so, address and phone number or a point of contact. If sponsor is not returning, furnish the name, address, and phone number of the point of contact.

9.2.7.1.5. Verification that AF Form 507 and a letter certifying dependency accompany the remains.

9.2.7.2. When the remains of dependent family members from overseas installations are consigned directly to a government cemetery and the NOK returns to CONUS for the interment service, the base mortuary officer advises the NOK that the remains will be held at the port mortuary facility until the NOK arrives at final destination.

9.2.7.2.1. Give the NOK the Air Force Mortuary Affairs 24-hour toll-free number, 1-800-531-5803, and request they call on arrival at final destination. Scheduling services and coordinating the movement of the remains to final destination is then arranged.

9.2.7.2.2. The mortuary officer of the shipping installation within the CONUS coordinates the date of arrival of the remains at the cemetery and interment ceremony details with the superintendent concerned. Furnish the cemetery with a suggested date of interment if the NOK has expressed a preference. Do not ship remains prior to coordinating with the cemetery. ***NOTE:*** Coordination is not required when remains of a deceased service member outside CONUS are consigned direct to a government cemetery. In these cases, Air Force Mortuary Affairs provides the cemetery superintendent the burial information in advance of the disposition message to the APOD and the cemetery.

9.2.7.3. When the shipping schedule is determined, the shipping installation within the CONUS furnishes the shipping schedule to the NOK, other relatives, and the cemetery superintendent.

9.2.8. When the remains are consigned to a funeral home for subsequent burial in a government cemetery, all contacts with the cemetery superintendent concerned are made by the family's funeral director and, in some cases, by the NOK.

9.2.9. Gravesites are not reserved or assigned in advance of interments. Adjoining gravesites are not available in all cases.

9.3. Air Force Cemeteries. These are located at an Air Force installation (except USAFA) or privately or publicly owned cemeteries or burial plots located within or outside the boundaries of an Air Force installation. New cemeteries will not be established, and existing cemeteries will not be expanded beyond present boundaries. Use existing cemeteries for authorized burials, within present boundaries, until filled

or discontinued. Maintain cemeteries until disposition is effected by the procedures listed below. The Headquarters United States Air Force Director of Services (HQ USAF/ILV) designates an active military installation to maintain and supervise cemeteries on surplus Air Force installations that are not moved or otherwise disposed.

9.3.1. When feasible, base cemeteries are disposed of according to the provisions of AFI 32-9004, *Disposal of Real Property*.

9.3.2. Normally, the General Services Administration accomplishes disposal by transfer to a state, county, municipality, or other proper agency or by removal and reinterment of remains in a government, private, or public cemetery; or by transfer of custody to the NOK or other relatives.

9.3.3. Once a cemetery disposal is complete, it will not be reacquired without prior approval of an acquisition request as outlined in AFI 32-9001, *Acquisition of Real Property*.

9.4. Eligibility. Eligibility for interment in installation cemeteries is restricted to the following personnel categories

9.4.1. Members of the Armed Services of the United States on the active and retired lists as published by the decedent's service

9.4.2. The wife, husband, widow, widower, minor child and, in certain instances, the dependent unmarried adult child of any person listed above. Dependent unmarried adult children include those who have never married, widows, widowers and divorcees, provided the unmarried adult child, at time of death, was incapable of self-support because of physical or mental condition and was receiving over one-half of his or her support from the service-connected parent or surviving spouse, or has been receiving such support prior to the death of the parents and by reason of their death was receiving such support from some other source.

9.4.3. General prisoners whose discharges have been executed and who die while under the jurisdiction of the Department of the Air Force

9.4.4. Prisoners of war, interred aliens, and unclaimed remains that cannot be transferred to the custody of civil authority, provided no other disposition of remains is made under existing statutes.

9.4.5. Veterans, when a dependent family member of the deceased was previously buried in such a cemetery

9.4.6. Individuals whose remains are directed to be disposed of at an installation cemetery by Air Force Mortuary Affairs.

9.5. Interment Policies. Interment policies of installation cemeteries are as follows:

9.5.1. If a dependent family member dies before the service member, interment is made in a base cemetery upon submission of a certificate signed by the service member verifying that he or she will be interred in the same grave or an adjoining (side-by-side) grave. This certificate, in the following format, is presented or promptly mailed to the base mortuary officer concerned: This is to certify that in consideration of the interment of the remains of my (spouse-child) (name), in the (name) Base Cemetery, my remains shall, upon my demise, be interred in the same or adjoining grave."

9.5.2. When a dependent child is interred prior to the death of either parent, the above certificate is accomplished by the service member with the understanding that all available space in the occupied

grave must be used for any future family interment, including that of the service member, before the second grave can be used.

9.5.3. Additional eligible dependent family members may be interred before the death of the service member, provided not more than two side-by-side graves are used and the space is reserved for burial of the service member.

9.5.4. Gravesites are not reserved or assigned in advance of interments except for adjoining gravesites. When the service member dies first, an adjoining grave may be reserved for the eventual interment of the surviving spouse. Such reservations must be requested by the spouse at the time arrangements are made for interment of the member. The surviving spouse receives an inquiry every two years to verify whether to continue the reservation. Until the inquiry is received, it will not be necessary for the spouse to contact the base concerned to continue the reservation. Failure to reserve an adjoining gravesite does not preclude burial of the spouse in the same grave with the service member, or removal of remains at private expense to a location where two adjoining graves are available. When arrangements are made for the interment of a dependent of a service member, the surviving service member requests an adjoining gravesite be reserved. Provisions in paragraph **9.2.6.** are applicable regardless of this reservation. ***NOTE:*** The above provisions do not apply to the USAFA cemetery.

9.6. Record and Reports.

9.6.1. Maintain a complete record of interments in base cemeteries. At the end of each month, prepare in duplicate an AF Form 593, **Interment Record-Base Cemetery**. Submit the original to the MAJCOM concerned. Retain the duplicate at the installation.

9.6.2. On closure of an installation on which a base cemetery is located, the Base Records Manager will request disposition instructions for cemetery and burial records in accordance with AFI 37-138, *Records Disposition - Procedures and Responsibilities*.

9.7. Responsibilities for Installation Cemeteries.

9.7.1. **HQ USAF/ILV.** HQ USAF/ILV is responsible for prescribing policies relating to base cemetery functions.

9.7.2. **HQ USAF Office of the Civil Engineer (HQ USAF/ILE).** HQ USAF/ILE is responsible for the following:

9.7.2.1. Maintaining base cemeteries.

9.7.2.2. Initiating action for disposal of base cemeteries at excess installations as separate entities according to applicable laws and directives.

9.7.2.3. Clearing cemetery area and rehabilitating the land upon removal of remains.

9.7.3. **The Installation Commander.** The installation commander has jurisdiction over the base cemetery and is responsible for the following:

9.7.3.1. Authorizing interments or reservations according to prescribed policies.

9.7.3.2. Removing remains and arranging for reinterment (When possible, this action will be coordinated with the NOK).

9.7.3.3. Operating and maintaining cemeteries, including the construction and maintenance of walks, roads, walls, fences, and drainage facilities; erosion control; care of shrubs, trees, and grass; opening and closing of graves; procurement and installation of temporary grave markers; and installation of permanent markers.

9.7.3.4. Maintaining civilian cemeteries located on the installation when maintenance by the government is specified in the conveyance.

9.7.3.5. Maintaining interment records.

9.7.3.6. Procuring small grave decorating flags and ensuring their placement for Memorial Day and removal thereafter. All graves are decorated during the 24-hour period immediately preceding Memorial Day. The flags are removed on the first working day following the observance of Memorial Day.

9.7.3.7. Budgeting and appropriating the expenses involved in the maintenance and restoration of base cemeteries, including plans pertaining to real property maintenance of the installation.

9.7.4. **The Director, National Cemetery System, Veterans Administration.** Responsible for procurement and supply of government grave markers.

9.8. Marking Graves. Mark the grave with a temporary marker, reflecting the decedent's name, grade, organization, date of death, and grave number immediately after interment. The use of a commercial type temporary metal marker with insert card is authorized in place of wooden headboards.

9.9. Maintenance of Cemeteries. All maintenance of cemeteries is confined to existing facilities and is accomplished according to the standards prescribed in the following paragraphs:

9.9.1. Cemeteries are classified as improved grounds according to the standards for maintenance of grounds and drainage as adopted by DoD. Lands in this classification are maintained at a degree necessary to present a desirable appearance. This work includes, but is not limited to, periodic mowing, fertilization, weed control, insect and rodent control, plant disease control, pruning and renovation of trees, shrubs and vines, removal of debris, and control of traffic. The maintenance of storm drainage systems is performed to the extent necessary to prevent water damaging soil erosion and recurrent flooding.

9.9.2. Maintain all roads and walks in a manner that protects the government investment. Keep them in safe condition. Apply dust palliatives to roads and walks where necessary.

9.9.3. Maintain structures, including buildings, walls, fences, gates, and flagpoles, to ensure stability. The necessity for repainting cemetery structures is determined on the basis of preservation and appearance.

9.9.4. Keep grave markers clean and neat in appearance at all times. Replace only when defaced or damaged to the extent that they no longer present an acceptable appearance. Reset and realign when necessary to maintain uniformity of appearance and arrangement.

9.9.5. Maintain water distribution systems as necessary to provide a supply of water adequate to meet requirements for the cemetery.

9.9.6. 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.

9.9.7. Do not initiate new construction work at base cemeteries. Improvements, alterations, or extensions to existing facilities are not authorized. The replacement of, or major repairs to, existing roads, walks, grounds, fences, buildings, drainage facilities, or other features will be accomplished only where determination is made that the cemetery will remain indefinitely and that its maintenance will continue to be the responsibility of the Department of the Air Force.

9.10. Government-Furnished Headstones. The Government furnishes an upright marble marker or a flat marker of marble, granite, slate, or bronze, free of cost, to mark graves of the following:

9.10.1. Members of the Air Force who died while on active duty

9.10.2. Members of a reserve component of the Air Force, the ANG, or Air Force ROTC who died under conditions incident to service on behalf of the United States, or of an illness or disease which occurred while serving under honorable conditions.

9.10.3. All persons buried in government cemeteries.

9.10.4. Members of the Air Force who died on active duty and whose remains have not been recovered or identified, or were buried at sea. The marker is furnished upon application by the relative recognized as the NOK.

9.11. Application for Markers.

9.11.1. **Nongovernment Cemetery.** When interment is to be made in a civilian cemetery, VA Form 40-1330, **Application for Standard Government Headstone or Marker**, is furnished to the NOK by the escort. Stocks of this form are available through Air Force publication distribution channels. The application is requested and submitted by the interested party responsible for receiving and erecting the marker at the grave. The application requires signatures of NOK, the person receiving the marker and/or the cemetery official.

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

9.11.3. **Air Force Cemetery.** When interment is made in an Air Force cemetery, VA Form 40-1330 is submitted by the installation commander or mortuary officer responsible for receiving and erecting the marker at the grave.

9.12. Shipment and Erection Costs.

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

9.12.2. **Government Cemeteries.** All expenses are borne by the government. *NOTE:* The Department of Veterans Affairs no longer allows reimbursement for a headstone or marker commercially procured by the NOK in lieu of the government-furnished marker.

Chapter 10

GOVERNMENT MORTUARY FACILITIES

10.1. Air Force Mortuaries.

10.1.1. Air Force mortuaries are established, staffed, and operated on a common service basis outside the CONUS because mortuary and identification services available from commercial sources usually do not meet CONUS standards, and/or the costs involved are excessive.

10.1.2. Air Force mortuaries are established or closed on the recommendation of the commander concerned and on authorization from Air Force Mortuary Affairs. The establishment and operation of Air Force mortuaries is coordinated at departmental level to ensure adequate service and avoid duplication of armed forces facilities.

10.1.3. Overseas mortuary facilities are functional. General appearance, furnishings, grounds, and surrounding areas present a clean, sanitary, well-kept facility consistent with other service-type facilities on the installation.

10.1.3.1. Equip the preparation room with sufficient mortuary tables, dressing tables, instruments, supplies, and equipment for preparation, dressing, and casketing.

10.1.3.2. Ensure there is suitable space for holding remains prior to shipment.

10.1.4. On receipt of approval to establish a mortuary, commanders submit requests for morticians through established channels to their servicing central civilian personnel office.

10.1.4.1. Morticians are employed according to appropriate Department of the Air Force civilian personnel publications.

10.1.4.2. These persons should be graduates of an approved accredited institution of funeral service education (Mortuary Arts and Sciences), qualified embalmers and funeral directors licensed to practice within the United States, and qualified by ability and experience in the scientific identification of remains.

10.1.4.3. Morticians receive instruction and training in Air Force techniques and procedures used in human identification at Air Force Mortuary Affairs prior to departure for employment/reemployment in an Air Force mortuary facility.

10.2. CONUS Air Force Mortuaries.

10.2.1. The following CONUS APODs are designated to receive remains or to ship remains moved by AMC aircraft to or from a destination outside of CONUS:

10.2.1.1. Dover AFB. Use Dover AFB DE for remains being transported to or from Greece, Turkey, Newfoundland, Greenland, Iceland, Azores, United Kingdom and Europe, Africa, South America, Southwest Asia, Bermuda, Caribbean area, and the eastern half of Canada

10.2.1.2. Travis AFB. Use Travis AFB CA for remains being transported to or from the Pacific, Far East, Japan, Korea, and the western half of Canada. Do not use Travis AFB for remains being transported to the Philippines. Remains must be transported commercially to that country.

10.2.2. These facilities procure specification caskets, urns, and casket shipping containers directly from the manufacturers and stock sufficient quantities of these items to meet mission needs.

10.2.3. The APOD mortuary officer prepares unembalmed remains to meet or exceed the Armed Services Public Health Guidelines; reprocesses remains already embalmed when received; cosmetizes and dresses remains in a military uniform or civilian burial clothing; caskets remains in a specification casket; cremates and inurns cremated remains in a specification urn; and arranges the shipment of remains or cremains and transportation of escort for military remains or cremains to the final destination.

10.2.4. The APOD Mortuary Officer removes and inspects remains arriving in a transfer case for proper preparation. The government mortician accomplishes any disinfection and preservative treatment needed prior to providing restorative art work, cosmetizing, dressing, and casketing of the remains. *NOTE:* Cosmetics are applied only in the amount necessary to produce natural color and texture. During this inspection, the applicable portion of DD Form 2062, **Record of Preparation and Disposition of Remains,** and documents accompanying the remains are checked to ensure they are in agreement with the identified remains. After reprocessing and casketing the remains, the mortician makes a second inspection to ensure the remains are properly clothed, cosmetized, and casketed.

10.3. Government Mortuary Facilities Outside of CONUS.

10.3.1. Air Force Facilities: Camp Kinser, Okinawa, Japan.

10.3.2. Army Facilities: Landstuhl, Germany; Vicenza, Italy (Standby); and Seoul, Korea.

10.3.3. Navy Facilities: Naval Regional Medical Center, Guam, Mariana Islands; Naval Regional Medical Center, Naples, Italy; Naval Hospital, Guantanamo Bay, Cuba; and Naval Hospital, Rota, Spain.

10.3.4. These facilities obtain, as needed, specification caskets, urns and casket shipping containers directly from the CONUS APOD mortuary facility that services their geographic area or directly from a casket manufacturer.

10.4. Procurement of Infant and Child Caskets.

10.4.1. The Army and Air Force facilities obtain infant and child caskets up to 5 1/2 feet in length from their servicing Army and Air Force Exchange System (AAFES) facility. They coordinate with AAFES on the casket sizes and quantities that should be stocked to meet mission needs. The actual procurement of the infant and child caskets is arranged between the NOK (sponsor) and the mortician.

10.4.2. The Naval Regional Medical Center, Naples Italy, and the Naval Hospital, Rota Spain, procure infant caskets for the Navy mortuary facilities from the manufacturer without going through the Navy Exchange.

10.4.3. The above mortuary facilities maintain a minimum total of three infant and child caskets.

10.5. Transfer Cases. Use the reusable aluminum transfer case (NSN 9330-00-823-9805) to return remains to the CONUS APOD mortuary facility.

10.5.1. The service branch that accomplishes the preparation of the remains provides the transfer case, regardless of the deceased member's parent service.

10.5.2. Air Force mortuary facility outside CONUS that is responsible for preparation of remains procure and maintain a sufficient number of transfer cases to meet mission requirements.

10.5.3. The command supervisor for mortuary affairs ensures that all transfer cases are returned to the servicing overseas facility.

10.5.4. The APOD mortuary officer ensures that transfer cases are returned promptly to the appropriate overseas mortuary facility. The mortuary officer accounts for any cases received in CONUS that are not returned to the owning facility (AFMAN 23-110 Volume 2 CD, *USAF Supply Manual*).

10.5.4.1. The APOD mortuary facilities procure and maintain a minimum stock of 200 transfer cases for use in contingencies and emergencies. These cases are held in reserve at these facilities for immediate deployment when needed. The CONUS APOD mortuary officer establishes the necessary controls to make sure that the deployed transfer cases are returned to the APOD mortuary.

10.5.4.2. CONUS APOD mortuary facilities maintain and repair transfer cases (TO 00-80-F-2), *Inspection and Maintenance Instructions, Case, Transfer, Human Remains*.

10.6. Contract Mortuary Services Overseas. Contract mortuary services are used in Anchorage, Alaska, and San Juan, Puerto Rico.

10.7. Where Government Mortuary Facilities Are Not Available Overseas. The nearest Air Force activity (the Air AttachÈ in the absence of an Air Force activity) proceeds promptly to the place of death and coordinates with the proper civil authorities all matters incident to recovery, identification, and custody of remains.

10.8. Armed Services Public Health Guidelines. Many infectious agents associated with medical and paramedical environments are classified as opportunistic pathogens or microbial agents and are normally considered to be of low virulence. These organisms are commonly associated with human remains. They are found in and around remains storage areas. Public health guidelines provide guidance to mortuary service practitioners to prevent the transmission of these pathogens.

10.8.1. **Disinfection Procedures for Human Remains.**

10.8.1.1. Thoroughly cleanse and disinfect the body surface and orifices with a suitable generic category of chemical disinfectant (e.g., 100 - 150 ppm of an Iodophor or a 1:200 [0.5%] use-concentration of a phenylphenol). Rinse with clear water.

10.8.1.2. When possible use multi-point or multi-site injection and drainage.

10.8.1.3. Use continuous injection and intermittent (interrupted) drainage to enhance chemical distribution and penetration. Use a 2.0% by volume concentration of a preservative aldehyde or aldehyde derivative for arterial injection.

10.8.1.4. Treat the thoracic and abdominal cavities of unautopsied remains with a minimum of 16 ounces of concentrated cavity chemical each, for a minimum of 32 ounces per adult case.

10.8.2. **Disinfection Procedure for the Embalmer** .

10.8.2.1. Always wear an outer, protective garment, preferably one which is impervious to the penetration of liquids and aerosols, such as a rubber or plastic wraparound apron or gown.

10.8.2.2. Always wear disposable rubber or plastic gloves during the handling of human remains. Discard the gloves after use, especially in cases of known reportable infectious disease or cases of gas gangrene. Change gloves frequently and rinse instruments in a chemical disinfectant periodically during the preparation of the remains to minimize transfer of contaminants to your skin.

10.8.2.3. Wear disposable protective head and shoe coverings.

10.8.2.4. Wear a protective oral-nasal mask designed to prevent the inhalation of infectious or hazardous chemical particulates.

10.8.2.5. Wear eye protection to prevent splashes of blood/body fluids into mucous membranes.

10.8.2.6. Remove and dispose of gloves and head and shoe coverings after preparing the remains and cleaning the preparation room. Scrub your hands and forearms with a suitable disinfectant soap or 100 ppm of an Iodophor.

10.8.2.7. Wash your entire body surface, including your hair.

10.8.3. **Disinfection Procedures for the Preparation Room.**

10.8.3.1. Cleanse and disinfect all instruments and aspirating equipment, the operating table surfaces, the preparation room floor, walls, sinks, water faucet handles, door knobs, waste receptacles, etc. In known cases of infectious disease or gas gangrene, all instruments, including trocars, should either be steam sterilized under pressure (autoclaved) or immersed in a solution of Bard-Parker disinfectant (8.0% by volume formaldehyde in 70% ethanol or isopropanol) or equivalent, or in a solution of 200-300 ppm of an Iodophor for a period of 45 minutes or more.

10.8.3.2. Incinerate all disposable fabric or plastic body coverings, bandages, dressings, sheets, towels, or other items coming into direct or indirect contact with the remains.

10.8.4. **Disinfection Procedures for the Hearse or Service Car.**

10.8.4.1. Cleanse and disinfect the mortuary cot or tray after each use.

10.8.4.2. Cleanse and disinfect the inside surfaces of the hearse or service car.

10.8.5. **Air Exhaust/Air Purification Systems.** Use an efficient air exhaust or air purification system during preparation of a remains to maintain a nonhazardous level of airborne contamination. Respirable contaminants usually include those microbial agents measuring 5.0 microns or less in diameter. The air exchange system also prevents the accumulation of formaldehyde vapor and/or paraformaldehyde aerosol concentrations in the preparation room environment. Ensure 12-15 complete air changes per hour and that aldehyde concentrations do not exceed 5.0 ppm to eliminate the potential health hazard to the embalmer.

10.8.6. **General Safety Guidelines.**

10.8.6.1. Control the potential infectious and toxic chemical hazards associated with plumbing cross-connections in the preparation room. Install vacuum breakers in the involved water supply lines to prevent back-siphonage of contamination into potable water supply lines.

10.8.6.2. Receive a thorough routine physical examination, every 6 months.

10.8.6.3. Adhere to an effective program of routine tuberculin sensitivity tests and prophylactic immunizations for infectious diseases endemic to the geographic areas involved. It is strongly

recommended that embalmers obtain the Hepatitis B immunization. Contact a physician for the administration of immunoglobulin when exposed to known cases of viral hepatitis (Type A or B).

10.8.6.4. Immediately contact a physician for the administration of prophylactic antibiotics when handling known cases of bacterial meningitis (cerebrospinal fever, menigococcie meningitis).

10.8.6.5. Always wear an oral-nasal mask designed to trap particles with a diameter of 0.1 micron or above when handling known cases of infectious systemic fungal infections such as blastomycosis, coccidioidomycosis, histoplasmosis, etc.

10.8.7. **HIV - 1 Precautions.** Research conducted by the Department of Medicine, Section of Infectious Disease, and the Department of Immunology/Microbiology at Rush-Presbyterian-St. Luke's Medical Center, Chicago, IL, revealed that HIV-1 from the blood of deceased patients is communicable up to 21.25 hours postmortem. Additionally, refrigeration or nonrefrigeration of the remains did not significantly affect the survival of the virus. Embalmers should take the following precautions:

10.8.7.1. Strictly adhere to public health guidelines.

10.8.7.2. Wear two pairs of surgical gloves and laboratory goggles or eyeglasses during the embalming operation.

10.8.7.3. Immediately following the embalming operation, place surgical gloves, oral/nasal masks, aprons, operating gowns, head and shoe coverings, and any cloth, towels, tissues, etc., used in the preparation of remains in a plastic bag and incinerate as soon as possible.

10.8.7.4. Cleanse and disinfect all instruments, operating table surfaces, aspirating equipment, preparation room floor and wall surfaces, sinks, water faucet handles, door knobs, waste receptacles, etc. Use a 10% Sodium Hypochlorite (chlorine bleach) solution, a 2% Glutaraldehyde solution, a solution of 8% Formalin in 70% Isopropyl or Ethyl Alcohol, or a solution containing 200-300 ppm of an Iodophor ("Wescodyne"), etc.

10.8.7.5. In cases where the NOK of a decedent having HIV-1 insist on viewing the remains, recommend this be done after preparation and processing.

10.9. Preparing and Processing Remains.

10.9.1. The mortician prepares and ships the remains in compliance with state, federal, and foreign health laws.

10.9.1.1. Starts preparation of remains promptly upon arrival of the remains at the mortuary and is completed as soon as possible.

10.9.1.2. Coordinates with medical authorities to arrange for early release of remains for preparation.

10.9.1.3. Prepares remains in compliance with Armed Services Public Health Guidelines and meets any and all Unites States Public Health Service requirements. Remains are prepared in a manner reflecting the highest standards of the funeral service profession.

10.9.2. Use the appropriate embalming treatment and techniques to accomplish optimal results for remains, whether nonviewable or viewable.

10.9.2.1. Ensure the complete saturation of all tissue areas using techniques of arterial injection and drainage.

10.9.2.2. Adjust the injection pressure and rate of flow to achieve maximal chemical distribution results. Use an injection--drainage technique. Continuous injection and intermittent drainage enhances chemical distribution and penetration.

10.9.2.3. Use humectants (moisture retention chemicals) in the arterial injection solution to restore normal body moisture content.

10.9.2.4. Effect the complete disinfection and preservation of all body tissues and cavities with chemical preservative preparations (arterial, cavity, and other embalming chemicals used in the treatment of remains). Follow known public health expectations for postembalming reduction of microbial populations within the body.

10.9.3. United States Public Health Service Foreign Quarantine Regulations issued by the Department of Health and Human Services govern the importation of deceased persons into a port under the jurisdiction of the United States.

10.9.4. There is no restriction placed on the importation of a deceased person who died from a non-quarantinable disease.

10.9.5. Regulation 71.157, *Dead Bodies, in the Foreign Quarantine Manual of Operations*, controls the importation of a person who died from a quarantinable disease. Remains of a person dead from a quarantinable disease must be properly embalmed and placed in a hermetically sealed casket or cremated.

10.9.6. Prepare remains in government mortuary facilities on a common service basis whenever possible. If necessary, embalmers travel from an Air Force mortuary facility to outlying geographical areas served by the mortuary.

10.9.7. Embalmers employed in Air Force mortuaries outside CONUS prepare remains according to this chapter and Armed Services Public Health Guidelines.

10.9.8. Classify remains as one of the following types:

10.9.8.1. Nonviewable. Any remains where extreme mutilation exists, advanced stages of decomposition, severe burn wounds or charring, and restoration of exposed tissue surfaces to the known antemortem appearance of the deceased by major restorative art work is not possible. Examples of nonviewable remains include floaters, homicide, suicide, and trauma cases involving extensive mutilation, disfiguration, charring, or severe burn wounds to exposed tissue surfaces.

10.9.8.2. Viewable. Any remains undamaged by trauma or disease or those damaged by trauma or disease but where the exposed tissue surfaces have been restored to the known antemortem appearance by major restorative artwork.

10.9.8.3. Unautopsied or autopsied (either partial or complete autopsy).

10.9.9. Accomplish the following prior to completing the preparation of all viewable remains, and to the extent possible on nonviewable remains. At all times, the embalmer critically examines all techniques employed to assure complete and adequate treatment.

10.9.9.1. When possible, all remains are bathed, and the male facial and male and female scalp hair is treated to conform to military grooming standards (suitable hair preparation will be accomplished on females). Fingernails are trimmed and cleaned. Cosmetics are used and applied only in the amount necessary to produce natural color and texture. The mouth is securely closed to

form a natural expression and proper attention is given to the eyes to prevent wrinkling of the eyelids and a sunken appearance of the eyes according to current professional practices.

10.9.9.2. Any and all lacerations, perforations, abrasions, incisions, excisions, and burn wounds are sutured or sealed with appropriate sealants or both to prevent any leakage (and restored as appropriate for viewable surfaces). Swollen or distorted viewable exposed tissue surfaces are restored to the known antemortem appearance of the deceased to the extent possible. Postmortem stains are chemically reduced to the extent possible by applying packs or needle injections or both. On exposed areas, further treatment is consistent with the use of masking cosmetics to render persistent stains nondetectable.

10.9.9.3. All body orifices are treated with a disinfectant, nonastringent chemical (such generic categories as Phenylphenols and Iodophors) and then packed with cotton. Bed sores, ulcerated, burned, and necrotic tissue (including gangrene) are treated through pack or needle injection application of deodorizing and preserving chemicals.

10.9.9.4. Maggots, other insects, and their larvae are destroyed and removed. The breeding sites in or on the remains are thoroughly treated with an insecticide chemical.

10.10. Embalmer's Performance Requirement. The embalmer ensures that all remains are effectively disinfected, uniformly preserved, and all offensive odors eliminated before the remains are placed in the transfer case or casket. Embalming treatments are as follows:

10.10.1. **Nonviewable Remains.** For nonviewable remains, the multisite injection and drainage technique is always attempted. When arterial injection is possible, use a minimum concentration of 5% by volume aldehyde or aldehyde derivative preservative agent(s) per gallon of solution. (Example: Approximately 25.6 ounces of a 25-index chemical diluted in 128 ounces of water)

10.10.1.1. Inject not less than 1 gallon per 50 pounds of human remains body weight.

10.10.1.2. Treat all body areas by means of trocar, using full strength cavity chemicals having a 30-index (percent) or greater. In addition, use packs, special gel, dry sanitizers, and preservatives to disinfect, preserve, prevent leakage, and eliminate all offensive odors.

10.10.1.3. Relieve cranial, thoracic, and abdominal cavities of gases and distention. Treat cavities by injecting a minimum of 32 ounces of a concentrated cavity chemical, having a 30-index (percent) or greater.

10.10.1.4. When remains are structurally altered to the extent that arterial injection or cavity treatment or both is impossible, thoroughly disinfect all articulated and disarticulated anatomical portions and preserve through accessory chemical embalming techniques.

10.10.1.5. Immerse or hypodermically inject noninjectable intact remains and disarticulated anatomical portions with an infant trocar or syringe and needle, or both, using full-strength cavity chemicals (30-index or greater). Surface application of liquid, gel, or dry sanitizers and preservatives is also required to supplement the primary needle and hypo-injection techniques.

10.10.1.6. If the identification of remains is not officially established, place the remains in refrigeration at 38-40 degrees Fahrenheit or 3.3-4.4 degrees Centigrade until such time as the remains are examined to establish positive identities. Once the positive identity of remains is officially established, process the remains as directed above.

10.10.2. **Viewable Remains.** For viewable remains, use the variable techniques in the embalming treatment to accomplish optimal results. The technique of arterial injection and drainage is of utmost importance as well as the need for adding humectants (moisture retention chemicals) to the arterial injection solution.

10.10.2.1. Whenever possible, accomplish a 6-point arterial injection with multisite drainage. Inject at additional points, as required. Use, as a minimum, an arterial chemical injection solution of 2-3 percent concentration, by volume, of aldehyde or aldehyde derivative preservation agent(s), with equal parts of humectant chemical also being added (for example, 1 gallon of a 3 percent injection solution would require 15 ounces of a 26-index (percent) arterial chemical plus 15 ounces of a humectant chemical).

10.10.2.2. Thoroughly aspirate the thoracic, abdominal, and pelvic cavities. Then inject each cavity with full strength cavity chemicals having a 30-index (percent) or greater in the following volumes: a minimum of 16 ounces for the thoracic cavity and a minimum of 16 ounces for the abdominal and pelvic cavities or a minimum total of 32 ounces for all cavities.

10.10.2.3. Disinfect and preserve all body tissues, including those associated with the body cavities (organs) using needle injections, packs, or other special treatments.

10.10.2.4. Apply a lanolin-based (or comparable) massage cream to the face and hands.

10.10.3. **Partial or Complete Autopsy.** If a partial or complete autopsy is performed, accomplish a 6-point arterial injection with multi-site drainage. Accomplish injections at additional points, as required.

10.10.3.1. Use the arterial chemical injection concentration solution requirements..

10.10.3.2. Following the arterial injection, hypodermically inject the thoracic and abdominal walls by means of trocar with an arterial chemical solution of the same strength as injected arterially.

10.10.3.3. Remove viscera separated during the autopsy investigation. Immerse and occasionally agitate in a concentrated cavity chemical having a 30-index (percent) or greater for the duration of the operation.

10.10.3.4. Liberally apply a gel preservative to the inner surfaces of the body cavities. Then, return the viscera to the cavities in their normal anatomical location and cover with dry or powdered sanitizers and preservatives.

10.10.3.5. When a cranial autopsy is performed, replace the calvarium and securely stabilize by needle injector or multiple suture ties through the drilled openings (above and below the line of separation). Neatly suture the scalp to avoid an unnatural appearance. Wash the hair to remove all evidence of dried blood and other foreign residuals.

10.10.3.6. When the scalp has been shaved because of medical treatment or surgery, prepare as specified above. After careful suturing and sealing of incision(s), wrap the cranium with gauze or equivalent in a neat and professional manner.

10.10.4. **Treatment of Neonatal Remains.**

10.10.4.1. Prepare full-term viewable and injectable neonates by injecting the major arterial pathway, preferably the abdominal aorta, and drain from the adjacent venous site, the vena cava. Use

a 1 percent concentration, by volume, of aldehyde solution unless the postmortem chemical change indicates a need for a stronger aldehyde concentration. Treat the cavities with a minimum of 4 to 8 ounces of concentrated cavity chemical.

10.10.4.2. Disinfect and preserve full-term nonviewable and noninjectable neonates using accessory techniques which include hypodermic injection with an infant trocar or with syringe and needle or both. Also use liquid (packs), gel, or dry sanitizers and preservatives for the preservation of superficial tissues.

10.10.4.3. Prepare stillborn, viewable, and noninjectable neonates in the same manner as described above, except totally immerse the stillborn or premature neonate in a two percent concentration, by volume, or aldehyde solution.

10.11. Inspection of Remains. Regardless of the type of disinfectant and preservative treatment used, inspect all remains after embalming, except when death was due to a contagious or communicable disease. Apply additional preservatives, as necessary. Do not dress the remains or place in the transfer case or casket until this inspection is completed. Keep remains covered at all times except during examination or preparation.

10.12. Cosmetizing. Cosmetizing and dressing or wrapping remains outside the CONUS.

10.12.1. Do not apply cosmetics or dress remains unless the remains will be released to the NOK for local burial or a funeral service will be held prior to shipment of the remains to a CONUS APOD. In this event, dress the remains and apply cosmetics. Remove the clothing and cosmetics prior to shipment.

10.12.2. Evenly coat the face, neck, and hands with a light coating of lanolin-based (or comparable) massage cream. Wrap the remains in a clean sheet. Enclose and wrap the burial clothing in a moisture proof material and place in the transfer case.

10.12.3. Remains that are nonviewable, but can be dressed, require clothing.

10.12.4. When remains cannot be dressed, wrap them in a white sheet and rubber or polyethylene sheeting and blanket. Spread the blanket and white sheet out on the table, with the rubber or polyethylene sheet on top. Place a double length of cotton down the center of the sheet and cover with a hardening compound. The remains are then laid on the cotton strips, coated with hardening compound and covered with additional cotton strips. The polyethylene sheet is then wrapped around the remains. The white cotton sheet is then wrapped around the plastic sheathed remains followed by the blanket, which shall have as few creases as possible, and be secured with large safety pens placed no more than 8 inches apart. Place the uniform on top of the wrapped remains.

10.13. Placement of Remains in Casket or Transfer Case.

10.13.1. Place remains being returned in a transfer case in a plastic bag (Polyethylene, 3696 D-NSN 9930-00-927-4569) or envelope in a plastic sheet (Polyethylene NSN 8135-00-584-0610) which has been heat-sealed (Sealing Machine, Heat, NSN 3540-00-856-7957).

10.13.2. Place the remains in the casket or transfer case in a manner that will create an appearance of rest and composure, and ensure correct positioning during transit.

10.13.3. In cases where death was the result of a contagious or communicable disease, immediately place the remains in a transfer case or casket. Immediately close and hermetically seal the transfer case or casket. Affix a gummed label, 2 by 4 inches, bearing the word "CONTAGIOUS," to the outer surface at the head end of the casket, or metal transfer case.

10.14. Specification Casket. An Armed Services specification 18-gauge, cut-top metal sealer casket, standard size, or a specification solid hardwood casket, standard size, must be used as described in the Statement of Work (SOW) on the Mortuary Affairs web site at **http://www-r.afsv.af.mil/**.

10.14.1. Use an oversized specification casket when it is demonstrated to the Mortuary Officer that it is required.

10.14.2. Use the specification solid hardwood casket when remains are to be cremated either by the Air Force near the place of death or the CONUS port of entry mortuary, or by the NOK at final destination.

10.14.3. Contact Air Force Mortuary Affairs for guidance in those rare cases when local, state, or federal health regulations or authorities require that viewable remains be casketed in a glass window sealer casket.

10.15. Shipping Containers. Use casket shipping containers furnished by the APOD mortuary facilities or by contractors that conform to the Performance Testing Specifications requirements of the air carrier and subsequent connecting carriers. In the case of an overseas shipment, provide a casket shipping container that meets the requirements of the air carrier(s) and the overseas countries involved.

10.16. Cremation.

10.16.1. When the NOK requests cremation, the Air Force may arrange the cremation by having the NOK sign the completed AF Form 140, **Cremation Authorization and Disposition of Cremains Request**, or the NOK may make their own arrangements and request the authorized reimbursement. If requested, the Air Force arranges cremation at or near the place of death when death occurs in CONUS, or at the appropriate CONUS port mortuary facility when death occurs outside CONUS.

10.16.2. The NOK arranges for cremation at final destination in CONUS and is reimbursed a sum not to exceed what it would have cost the Air Force to arrange for cremation under a mortuary services contract. If the NOK arranges for cremation outside CONUS instead of cremation arranged by the Air Force at the CONUS port mortuary facility, the reimbursement is the sum not to exceed what it would have cost the Air Force to arrange for cremation at the CONUS facility. When the NOK desires cremation at final destination, the activity concerned will:

10.16.2.1. Follow contractual specifications for preparation or reprocessing of remains.

10.16.2.2. Prepare a purchase order as required for individual cases (one-time purchase) for preparation or reprocessing and dressing remains, specification hardwood casket, and a shipping case.

10.16.2.3. Advise the NOK the remains will be casketed in an Armed Services Specification Solid Hardwood Casket.

10.16.2.4. Advise the NOK that the Air Force will provide an Armed Forces Specification Solid Walnut or Bronze Urn.

10.16.2.5. Engrave the urn with the name, rank, date of birth, and date of death of the deceased.

10.16.2.6. Place the urn in the foot end of the casket.

10.16.2.7. If the NOK does not want a specification urn, the Air Force reimburses the NOK for expenses not to exceed the cost the Air Force-provided urn.

10.16.2.8. Furnish the NOK a DD Form 1375, **Request for Payment of Funeral and/or Interment Expenses**, to request reimbursement for cremation charges. Allowable cremation expenses at the final destination are for transportation of the remains to the crematory, actual crematory charges, and the cost of an engraved urn comparable to specifications. The NOK completes the form and submits it to the shipping installation for evaluation and payment.

10.16.3. When arrangements for cremation are made by Air Force authorities, the activity concerned follows contractual specifications for preparation or reprocessing of remains and prepares a purchase order, as required in individual cases (one-time purchase), for preparation or reprocessing and dressing of remains and other services and supplies including crematory expense. Use the following guidelines:

10.16.3.1. The casket is an Armed Services Specification Solid Hardwood Casket. *NOTE:* Furnish a specification metal casket only when required for shipment.

10.16.3.2. Provide a US flag to drape the casket to the crematory. Upon arrival at the crematory, remove the flag from the casket. The escort retains the flag for presentation to the NOK.

10.16.3.3. The crematory engaged under contract by the government transports the remains (including escort and escort's return) and returns the cremated remains to the government facility.

10.16.3.4. The contractor provides an Armed Services Specification solid hardwood urn .or an Armed Services Specification solid bronze urn described in the Statement of Work (SOW) on the Mortuary Affairs web site at **http://www-r.afsv.af.mil/**

10.16.3.5. The urn is engraved with the name, rank, date of birth, and date of death of the deceased.

10.16.3.6. The contractor places the cremated remains properly in the urn.

10.16.3.7. The Air Force pays the crematory's charges directly to the crematory. Require the crematory to provide a receipt for the remains and furnish a release stating the remains were cremated and delivered to the Air Force agent or representative. The release shows the name of the deceased person, the Air Force agent or representative, and the dates of cremation and delivery.

10.16.3.8. An escort hand-carries the flag and the cremated remains of an active duty member to the NOK. Only one common carrier ticket is required for the escort's transportation.

10.16.4. When the Air Force accomplishes the cremation for other than active duty personnel (escort not authorized), the urn will be sent by registered mail or commercial next day delivery service. *NOTE:* Under no circumstances will the cremated remains of an active duty member be shipped or delivered without an escort.

10.16.5. Cremated remains can be interred in either a government or non-government cemetery.

10.16.6. USAF Aircraft can be used to scatter cremated remains of deceased active duty members when requested by the NOK. Cremated remains are scattered as follows:

10.16.6.1. Scattering over a military installation requires approval of the installation commander in conjunction with the installation mortuary officer.

10.16.6.2. Scattering over federal reservation under the jurisdiction of federal agencies other than DoD requires approval of the appropriate agency official in conjunction with the installation mortuary officer.

10.16.6.3. The NOK engages a nearby funeral director to scatter over a civilian location. This person obtains all required civil approvals and documents from the applicable local and state authorities.

10.16.6.4. Cremated remains are scattered at sea by advance arrangements with the US Coast Guard or US Navy. Follow the requirements of these services.

NOTE: Cremated remains of retired personnel cannot be scattered using USAF aircraft.

Chapter 11

PROCUREMENT OF SUPPLIES

11.1. Mortuary Supplies and Burial Clothing.

11.1.1. Except for those items centrally stored and issued under the cognizance of the Defense Supply Agency, procure items of supply and equipment (i.e., human remains pouches, transfer cases, litters, etc.) according to local purchase procedures.

11.1.2. 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.

11.1.3. Authorized mortuary equipment is specified in TA-405, *Funeral Service Organizational Support Equipment*.

11.1.4. When you replenish stocks for your S&R kits (expended due to an actual incident or mishap) or purchase flags, hardwood flag cases, register books, and any other authorized items, obtain an authorization for procurement as follows:

11.1.4.1. Submit the request to Air Force Mortuary Affairs, DFAS CENTER DENVER CO// OCP//, and your MAJCOM/SVX by "ROUTINE" AUTODIN message.

11.1.4.2. Specify each item, NSN, nomenclature, quantity, unit cost and total cost, and estimated shipping charges, as applicable.

11.1.4.3. Air Force Mortuary Affairs approves or disapproves your request. If approved, you are provided a complete accounting classification for procurement. Proceed according to appropriate procurement procedures.

11.1.4.4. If you learn of a shortfall in funding, advise DFAS-DE/OCP by telephone (DSN 926-5393) of the dollar amount and provide details. DFAS-DE/OCP then reserves additional funds under the initial approved request.

11.1.5. Adult size specification caskets, shipping containers, and urns are procured as an integral part of the contract for care of remains awarded to a CONUS funeral service establishment. Specifications for these items are obtained from Air Force Mortuary Affairs.

11.1.6. Burial clothing and accouterments are obtained by the mortuary officer and provided to the funeral director or mortuary preparing the remains. If outside of CONUS and military clothing items and accouterments are not available, the preparing mortuary advises the receiving APOD mortuary of the needed items. Clothing authorized for burial is as follows:

11.1.6.1. Active-duty Air Force personnel are authorized the blue service uniform (trousers, skirt, coat, shirt, blouse, appropriate necktie and belt) plus underwear and nylons, less shoes and head wear.

11.1.6.1.1. Also provide insignia, devices, badges, and decorations the decedent was authorized.

11.1.6.1.2. Name tags are not provided unless already on a uniform obtained from the decedent's NOK.

11.1.6.1.3. Items are withdrawn from the personal effects of the decedent, provided the clothing is in a serviceable condition. If needed, the clothing is washed and dry cleaned at government expense (AFI 34-252, *Laundry, Dry Cleaning, and Linen Exchange*).

11.1.6.1.4. If presentable uniform clothing is not among the personal effects of the decedent, the uniform items specified above are purchased from the clothing sales store, the base exchange (BX), or commercial sources when sales store stock is not available. Purchases from the clothing sales store are made using the Government Purchase Card (IMPAC) authorization letter furnished by DFAS-DE/OCP.

11.1.6.1.5. Insignia, ribbons, badges, etc., are purchased from the BX or commercial firms also using the Government Purchase Card (IMPAC).

11.1.6.2. Personal civilian clothing is used when requested by the NOK. Civilian clothing consists of appropriate outer clothing, underwear, and hose. Purchases from the BX store are made using the Government Purchase Card (IMPAC) authorization letter furnished by DFAS-DE/OCP.

11.1.6.3. In the case of airmen reverted from a commissioned officer or warrant officer status, an officer or warrant officer uniform is provided if the NOK so desires. The uniform of the individual is used with the addition of appropriate braid and insignia. Insignia of individual grade is consistent with the highest active duty or reserve officer or warrant officer grade attained by the deceased.

11.1.6.3.1. If the NOK desires to furnish a uniform not currently authorized, that uniform is acceptable provided it was authorized during the period the member was in an officer or warrant officer status.

11.1.6.3.2. When requested by the NOK, insignia of the highest grade to which the individual had been appointed is provided.

11.1.6.4. For deceased chaplains, verify the ecclesiastical requirements for burial in vestments. If vestments are required, the NOK provides them.

11.1.6.5. Obtain clothing for deceased Army and Navy personnel from the nearest Army or Navy installation or through local purchase when authorized by those services.

11.1.6.6. Clothing for burial of civilian employees consists of suitable outer clothing, underwear, and nylon hose. Suitable clothing owned by the individual is used when available. Otherwise, use the IMPAC authorization letter to procure appropriate clothing (conforming to NOK request) at the BX. Include an itemized list of clothing items purchases and a copy of the receipt in the decedent's case file.

11.1.6.7. A suitable service uniform (without decorations and insignia), underwear, and nylons is authorized for Air Force members in military prisons.

11.1.6.8. A suitable United States military uniform (without decorations, insignia, or other evidence of membership in the Armed Services of the United States), underwear, and nylons, or civilian clothing is authorized for enemy prisoners of war or aliens.

11.1.6.9. NOK of deceased retirees purchase (at own expense) burial clothing items from the Clothing Sales Store.

11.2. Flags, Hardwood Flag Cases, and Memorial Register Books.

11.2.1. Purchase flags, hardwood flag cases, and memorial register books with mortuary funds. To obtain approval of funds for procurement of these items, request the number needed and the cost for each item in a "ROUTINE" precedence AUTODIN message to Air Force Mortuary Affairs, and informing DFAS-DE/OCP and your MAJCOM/SVX.

11.2.1.1. Procure the interment flag, NSN 8345-01-334-6825, through base supply.

11.2.1.2. Procure the Solid Walnut Commemorative Flag Case, item 9930-PF5W-F, upon Air Force Mortuary Affairs approval, using local purchase procedures.

11.2.1.3. Procure the 6-ring military register book, item 9930-RB121-P, upon Air Force Mortuary Affairs approval, using local purchase procedures.

11.2.2. Flag Entitlement. A maximum of three flags is authorized for each deceased military member entitled to full mortuary benefits.

11.2.2.1. Flags are provided by the preparing installation within the CONUS or the CONUS APOD mortuary.

11.2.2.2. The escort for the remains hand carries the flags.

11.2.2.3. Additional flags are not provided without approval from Air Force Mortuary Affairs.

11.2.3. The authorized recipients are as follows:

11.2.3.1. The primary NOK (the person entitled to direct disposition of remains) receives one flag. This is the spouse if the decedent was married or a parent if not married.

11.2.3.2. The secondary NOK is usually the mother and father (if not primary). If the parents are married, they receive one flag together. If they are divorced, they receive one flag each. If family members who are eligible to receive the hardwood flag case do not attend the funeral, the installation preparing the remains should forward prepared flag case(s) to the mortuary officer at the installation nearest the eligible recipient. The mortuary officer will ensure the case(s) are hand delivered by an Air Force member. (*NOTE:* For burials at Arlington National Cemetery, the shipping installation is responsible for preparing and forwarding the appropriate number of hardwood flag cases to the USAF Honor Guard.)

11.2.4. Displaying the flag on the casket: Diagrams and instructions for draping, folding, and presenting the flag at graveside are provided in AFPAM 34-259.

11.2.4.1. *DO NOT* drape the flag on the shipping case during movement of remains. On arrival at the destination airport terminal, the escort immediately proceeds to the hearse, or if permitted, to the terminal area that receives the remains prior to release of the remains to the receiving funeral home. The escort immediately drapes the flag length-wise over the shipping case with the union placed over the left shoulder of the deceased.

11.2.4.2. If more than one flag is carried by the escort, the draped flag is removed on arrival at the funeral home or government cemetery and is retained for presentation to the secondary NOK. It is replaced with the additional flags, in turn, prior to the committal service. One flag remains draped on the casket for presentation to the primary NOK at the conclusion of the committal service.

11.2.5. Flags for military retirees and veterans are provided by the Veterans Administration. The funeral director assisting the NOK obtains the flag from the local postmaster.

11.2.6. Each person entitled to receive an interment flag is also entitled to receive a hardwood flag case. (***NOTE:*** This does not apply to retirees and veterans.) The installation providing the military funeral honors provides the appropriate number of hardwood flag cases and attaches the decedent's insignia and ribbons in the lid. (If cases come with a name plate, discard the plate). Provide the case(s) at the place of interment. If family members who are eligible to receive the hardwood flag case do not attend the funeral, the installation preparing the remains should forward prepared flag case(s) to the mortuary officer at the installation nearest the eligible recipient. The mortuary officer will ensure the case(s) are hand delivered by an Air Force member.

11.2.7. Provide memorial register books at the installation arranged memorial service for a deceased active duty member. Following the service, give the book or send to the NOK, as appropriate.

11.3. S&R Supplies Procurement.

11.3.1. Use O&M funds to procure supplies to establish S&R kits or replenish supplies expended for S&R training.

11.3.2. Use mortuary funds to replenish supplies expended during an actual S&R event.

11.3.3. To request funds to replenish supplies, do the following:

11.3.3.1. Send a routine precedence message to Air Force Mortuary Affairs listing the number needed, unit cost, and total cost for each item to be replenished.

11.3.3.2. Include DFAS-DE/OCP and your MAJCOM/SVX on the message.

11.3.3.3. Identify the incident in which the S&R supplies were expended.

Chapter 12

CONTRACT MORTUARY SERVICES

12.1. Contracting for Mortuary Services.

12.1.1. **Who Arranges for Mortuary Services.** CONUS Air Force activities arrange for mortuary services. Specifically, the contracting officer, in coordination with the mortuary officer, arranges for mortuary services in accordance with the *Defense Federal Acquisition Regulation Supplement* (DFARS) subpart 237.70, (48 Code of Federal Regulation (CFR) 237.7000-7004).

12.1.1.1. Furnish annual requirements to the contracting officer to permit issuance of a solicitation and contract award prior to the beginning of the fiscal year.

12.1.1.2. Every 2 years, Air Force Mortuary Affairs furnishes each Air Force activity with a copy of the *Directory of Funeral Directors*. This publication includes the correct name, address, and phone number of CONUS funeral service establishments.

12.1.1.3. Contract funeral directors prepare remains according to the prescribed Performance Work Statement (PWS) and Armed Services Specifications for Mortuary Services Contracts located on the Mortuary Affairs web site at **http://www-r.afsv.af.mil/**.

12.1.2. **To Obtain Mortuary Services.** Mortuary services are obtained by one of the following methods:

12.1.2.1. Annual contract.

12.1.2.2. Using a contract awarded by another installation (Air Force, Army, or Navy).

12.1.2.3. Using a purchase order as required in individual cases (one-time purchase). If the contracting officer or authorized representative cannot immediately go to the place where death occurred, he or she telephones a funeral director at or near the place of death, and makes interim arrangements for mortuary services under this provision. However, the contracting officer should exercise caution to ensure that the necessary services are obtained at a fair and reasonable cost. Guidance regarding cost for such services, if desired, is obtained by contacting Air Force Mortuary Affairs, DSN 487-5806.

12.1.2.4. In some cases, recovery and preparation is accomplished by a noncontract funeral home before the Air Force activity is notified or learns of the death. If the remains are then moved to a contract funeral home for reprocessing, dressing, casketing, and shipment or delivery to final destination, the mortuary officer who handles disposition of the remains advises the noncontract funeral home to submit a claim for services rendered. The claim, if reasonable, is paid by that activity. When you cannot determine the amount due the claimant, forward the claim to Air Force Mortuary Affairs for review and payment recommendation.

12.1.2.5. Payment for primary preparation costs must be made by the Government Purchase Card (IMPAC) or electronic funds transfer. Refer to **Attachment 5**.

12.1.3. **Contracting for Mortuary Services.** Contracting for Mortuary Services may be accomplished as follows:

12.1.3.1. Each fiscal year, the appropriate contracting officer contracts for mortuary services. The contract is processed and awarded according to pertinent acquisition directives, and the Standard Statement of Work (SOW) located at **www-r.afsv.af.mil/**.

12.1.3.2. Only one contract for mortuary services is 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.

12.1.3.2.1. Commanders considering the award of a contract should coordinate this action with other Air Force installations in the vicinity as well as nearby installations and activities of the other armed services, prior to issuing a solicitation.

12.1.3.2.2. The installation with the largest potential need executes a contract for use by all nearby installations (within an agreed area of performance), unless local circumstances dictate the need for more than one contract.

12.1.3.2.3. The contract specifies the area in which the contractor is required to provide mortuary services.

12.1.3.2.4. Activities that have no contracting authority arrange for mortuary services, as required, through the nearest activity that holds such authority.

12.1.4. **Selection of Fully Qualified Funeral Directors.** It is the policy of the Air Force to award contracts to fully qualified professional funeral directors. Therefore, the Air Force depends upon its contract funeral directors to provide professional services and mortuary supplies according to the SOW, the Armed Service Specification, Care of Remains of Deceased Personnel, Regular and Port of Entry Requirement, and any ensuing contract.

12.1.5. **Preaward Survey.** A team consisting of a contracting officer as chairperson, mortuary officer, and a third officer designated by the Support Group Commander, conduct a PAS to evaluate the capability and responsibility of any contractor being considered for award.

12.2. Inspection of Remains, Casket, and Shipping Container (CONUS).

12.2.1. A licensed embalmer inspects remains after suitable time elapses to make certain the preservation and disinfection is uniform and complete.

12.2.2. The mortuary officer is responsible for the following:

12.2.2.1. Expediting shipment of remains of deceased personnel.

12.2.2.2. Ensuring required inspections of services and supplies are accomplished by himself or herself, or alternate mortuary officer.

12.2.2.3. Ensuring he or she or an alternate mortuary officer is available at all times, including Sundays and holidays, to perform the inspections of services and supplies.

12.2.2.4. Inspecting without delay so remains can be shipped as soon as possible.

12.2.3. The contract mortuary facility is responsible for the following:

12.2.3.1. Dressing the remains in the clothing furnished or wrapping nonviewable remains that cannot be dressed.

12.2.3.2. Ensuring satisfactory appearance, whether the remains are dressed or wrapped.

12.2.3.3. Holding remains, when necessary, for continued treatment until their condition is satisfactory.

12.2.4. Complete the data on the reverse side of DD Form 2063, **Record of Preparation and Disposition of Remains** (Within CONUS), during inspections, as applicable.

12.2.4.1. The contractor certifies that services and supplies furnished under the contract meet the specifications before delivery or shipment of the remains is authorized.

12.2.4.2. After conducting the final inspection and being assured by the contractor that the remains and supplies should be in a satisfactory condition at final destination, the contractor signs and dates the certification on DD Form 2063, and the mortuary officer signs the prescribed block. *NOTE:* The mortuary NCO is not authorized to inspect remains or sign DD Form 2063. This authority cannot be delegated by the mortuary officer or alternate officer.

12.2.5. Provide ten (10) certified copies of State Death Certificate to the mortuary officer. The cost associated with the death certificates shall be included in the contract.

Chapter 13

CASE FILE MAINTENANCE, RECORDS ADMINISTRATION, AND DISPOSAL

13.1. Maintaining and Closing the Mortuary Case File. The mortuary officer sets up a separate file for each deceased person. All records regarding care and disposition of the remains and personal property are placed in that file.

13.2. Required Mortuary Case File Documentation. See **Table 13.1.**:

Table 13.1. Required Mortuary Case File Documentation

AF Form 57, **Mortuary Guide**
AF Form 140, **Cremation Authorization and Disposition of Cremains**
DD Form 565, **Statement of Recognition**
AF Form 697, **Identification Findings and Conclusions**
AF Form 969, **Request for Payment of Transportation Expenses for Deceased Dependent or Retiree and Retiree Dependents**.
AF Form 970, **Statement on Disposition of Remains**
AF Form 1122, **Personal Property Inventory**
AF Form 1122a, **Personal Property Inventory (Continuation Sheet)**
DD Form 1375, **Request for Payments of Funeral and/or Interment Expenses**.
AF Form 1801, **Postmortem Dental Record**.
AF Form 1802, **Antemortem Dental Record**
AF Form 1803, **Dental Identification Summary Report**
AF Form 1946, **Honor Guard Checklist**
AF Form 1947, **Escort Report**.
AF Form 137, **Footprint Record**
DD Form 2062, **Record of Preparation and Disposition of Remains (Outside CONUS)**
DD Form 2063, **Record of Preparation and Disposition of Remains (Within CONUS)**
DD Form 2064, **Certificate of Death (Overseas), or equivalent**
DD Form 2065, **Disposition of Remains - Reimbursable Basis**
SF 1034, **Public Voucher for Purchases and Services Other Than Personal**
Department of the Army or Navy forms similar to and used in lieu of any of the above forms.
Other written instructions for disposition of remains.
Copies of purchase and delivery orders and paid vouchers.
Order appointing escort.
Order appointing Summary Court to dispose of personal property.
Detailed chronological account of transactions of the Summary Court.
All AUTODIN messages to and from: your activity, Air Force Mortuary Affairs, DFAS/OCP, and MAJCOMs.

All payment documents, forms, and supporting documents.
OAFME Form 40-31a, Consultation Report on Contributor Materials (DNA)
Travel orders, vouchers, and supporting documents for NOK travel.

13.3. Certificates of Death.

13.3.1. Outside CONUS, three copies of DD Form 2064 are prepared. Copy 1 accompanies the remains. Copy 2 is retained by the installation for record purposes. Copy 3 is provided to the parent service. The provisions of this paragraph implement the provisions of STANAG 2070 NATO Standardization Agreement for Emergency War Burial Procedures.

13.3.2. Within CONUS, installations comply with local requirements regarding completion and handling of death certificates. *NOTE:* DD Form 1300, **Report of Casualty**, is furnished to NOK and other relatives of all military personnel, Department of the Air Force Civilian (DAFC) employees who die outside CONUS, and DAFC employees in the CONUS when death was directly related to their employment. The DD Form 1300 is used in lieu of death certificate when proof of death is required for submission of claims.

13.4. Record of Preparation and Disposition. (DD Forms 2062 [Outside CONUS] and 2063 [Within CONUS]).

13.4.1. **DD Form 2063 (Within CONUS).** DD Form 2063 is completed when remains are prepared by an Air Force contractor or mortuary within the CONUS.

13.4.1.1. Forward the original to the Air Force Mortuary Affairs.

13.4.1.2. Retain a copy for the case file.

13.4.1.3. Send one copy each to the MAJCOM of the installation which authorized preparation of the remains and the contract funeral director.

13.4.2. **DD Form 2062 (Outside CONUS).** DD Form 2062 is used for remains prepared by an Air Force contractor or a mortuary outside the CONUS.

13.4.2.1. The preparing mortuary retains a copy.

13.4.2.2. Send the original with the remains to the CONUS APOD.

13.4.2.3. The APOD retains a copy of the completed form. Send the original to Air Force Mortuary Affairs and a copy to the command which prepared the remains.

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

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

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

13.5.3. **Coast Guard.** US Coast Guard Commandant/GSP5, 2100 2nd Street, SW, Washington DC 20850.

13.6. Local Burials Outside CONUS. For local burials outside CONUS, complete three copies of DD Form 2062 for all remains prepared or processed by Air Force mortuaries or by an Air Force contractor, if applicable.

13.6.1. Forward the original to Air Force Mortuary Affairs with item 43 filled in to read *Disposition of remains was accomplished in (give geographical location).*

13.6.2. Retain Copy 2.

13.6.3. Forward Copy 3 to the parent service.

13.7. Required Communications. Written and telephonic communications with NOK are required for the following:

13.7.1. To confirm disposition instructions.

13.7.2. To confirm NOK desires to relinquish the right to disposition.

13.7.3. Any other communications relating to care and disposition of remains and personal property.

13.7.4. Memorandum of record documenting telephonic communications with NOK.

13.7.5. When a personal visit is practical, brief the NOK and obtain disposition instructions in writing.

13.7.6. When a personal visit is not practical, brief the NOK by telephone and document disposition instructions with a Memorandum for Record. Confirm the disposition instructions with the NOK by sending a confirmation letter to the NOK by an overnight express delivery service.

13.8. Tab Requirements for Mortuary Case Files. Mortuary case files are to be tabbed on the right side of the file, illustrated in Figure 13.1. Include a table of contents in the front of the file.

13.9. Tab Requirements for Summary Court Case Files. Summary Court case files are to be tabbed on the left side of the mortuary case file, illustrated in Figure 13.2. Include a table of contents at the front of the file.

Figure 13.1. Format for Mortuary Case File.

Front of File -Table of Contents	
Tab 1	Form 57, **Mortuary Guide**
Tab 2	All message traffic.
Tab 3	AF Form 970, **Statement on Disposition of Remains,** confirmation letter or DD Form 2065, if death occurs overseas
Tab 4	All identification documents.
Tab 5	DD Form 2063, **Record of Preparation and Disposition of Remains** (Within CONUS) or DD Form 2062 (Outside CONUS)
Tab 6	AF Form 1947, **Escort Report**, and order appointing escort.
Tab 7	Department of the Army or Navy forms similar to and used in lieu of the above.
Tab 8	Copies of purchase and delivery orders and paid vouchers.
Tab 9	All payment documents, forms and supporting documents (AF Form 969, DD Form 1375).
Tab 10	Travel orders, vouchers and supporting documents for NOK travel.
Tab 11	AF Form 140, **Cremation Authorization and Disposition of Cremains Request**
Tab 12	Itemized list of clothing items and all receipts for items purchased with the IMPAC authorization letter.
Tab 13	AF Form 1946, **Honor Guard Checklist.**
Tab 14	Chronological log of events.
Tab 15	DD Form 1300, **Report of Casualty** and or DD Form 2064, **Certificate of Death (Overseas).**
Tab 16	Any other document you feel necessary. Document contents of this tab in the table of contents.

Figure 13.2. Format for Summary Court Case File.

Tab 1	Order appointing the Summary Court Officer
Tab 2	Chronological log of events.
Tab 3	Base Bulletins
Tab 4	All correspondence (document on Table of Contents)
Tab 5	AF Forms 1122 and 1122a, Personal Property Inventory and Personal Property Inventory (Continuation Sheet)
Tab 6	Shipping documents
Tab 7	Any Staff Judge Advocate (SJA) opinions
Tab 8	List of any property not shipped to the authorized recipient
Tab 9	List of items destroyed

13.10. Records Administration and Disposal. Cutoff, Retention, and Disposition of Records:

13.10.1. Records are cut off at the end of the calendar year in which disposition of the remains is made. They are retained for an additional 2 years, after which records regarding deceased Air Force personnel are disposed of, transferred, or retired, as specified in AFMAN 37-139, *Records Disposition Schedule*.

Chapter 14

REIMBURSABLE MORTUARY SERVICES AND SUPPLIES

14.1. Furnishing Supplies and Services on a Reimbursable Basis. Mortuary services and supplies may be furnished on a reimbursable basis in an Armed Forces mortuary to care for the remains of the following when local commercial facilities and supplies are not available or, if available, the cost thereof is prohibitive:

14.1.1. Dependents of members of the Armed Forces who die while the member is on active duty (other than for training). Deaths in Alaska and Hawaii are considered CONUS deaths.

14.1.2. Any of the following citizens of the United States who die outside the United States, DOD employees, American Red Cross and USO employees and their dependents, dependents of civilian employees of the Armed Forces (paid from APF and NAF funds).

14.1.3. Contract personnel.

14.1.4. U.S. citizens and their dependents upon specific request of the Department of the State. Deaths in Alaska and Hawaii are considered CONUS deaths.

14.1.5. DOD employees, American Red Cross and USO employees and their dependents cited in paragraphs **2.5.5.** and **2.5.7.**

14.2. Disposition Desired by the Sponsor. The sponsor (individual, agency, or firm) of a dependent or other person who dies overseas, but who is not entitled to government burial, elects to either inter the remains overseas or to have them shipped to the United States.

14.2.1. **Shipment to the United States.** If the remains are to be shipped to the United States, the sponsor indicates the desired disposition option on DD Form 2065, **Disposition of Remains - Reimbursable Basis**. This form goes with the remains from the place of death to the government mortuary for preparation and to the CONUS APOD mortuary for further disposition. Item 14 of DD Form 2065 should be completed with the appropriate Air Force funding classification.

NOTE: For US citizens and their dependents see transportation limitations on use of military air cited in paragraph **5.5.1.**

14.2.1.1. **Option 1.** The remains may be prepared by the government mortuary and be returned to the CONUS APOD in a transfer case. Reprocessing services, a casket and a shipping case will be furnished at the Port Mortuary Facility. The sponsor will reimburse the government for all costs involved. ***NOTE:*** Transfer case and casket shipping container for dependents of active duty military personnel and civilian employees are furnished at government expense.

14.2.1.2. **Option II.** The remains (adult, infant or child) may be prepared in a government mortuary and be returned to the CONUS aerial port of entry in a transfer case. The sponsor will designate a funeral director of his or her choosing (who can be a contract funeral director) to receive the remains at the APOD and move the remains to their establishment to provide services and supplies as directed by the sponsor. All costs will be paid by the sponsor.

14.2.1.3. **Option III.** To be used in the case of deceased infants and children whose remains are casketed in an overseas government mortuary. The remains are then shipped to the APOD for transshipment to the place designated by the sponsor, a funeral director or directly to a government

cemetery. Option III may also be used when arrangements other than those described in Options I or II are desired. When this option is chosen, actions to be taken by the mortuary officer at the APOD will be explained to the next of kin in detail. ***NOTE:*** Remains of infants and children that are casketed by an overseas government mortuary and must be returned to CONUS by common carrier (commercial air) for bona fide reason(s) will be shipped directly from the overseas location to final destination within the CONUS. The remains need not be consigned to the APOD mortuary facility for reprocessing or transshipment, or both.

14.2.2. **Inter the Remains Outside the CONUS.** If the sponsor desires to bury dependents outside the CONUS, the Air Force will not pay costs for subsequent disinterment or transportation of the remains to the CONUS or another place of interment. The sponsor will be advised of this fact and will also be advised that any desired assistance for subsequent disinterment and shipment should be requested from the Office of Overseas Citizens Services, Department of State, Washington DC 20520.

14.3. Expenses To Be Paid by the Sponsor (Individual, Agency, or Firm) include the following:

14.3.1. Embalming the remains.

14.3.2. Wrapping remains in a blanket or plastic sheeting.

14.3.3. Any charges incurred to comply with local laws or customs for persons other than dependents of military members and US government employees (NAF and APF fund) employees.

14.3.4. Per diem and commercial transportation for a mortician to travel from a government mortuary to an outlying area for the sole purpose of preparing remains that must be handled on a reimbursable basis. ***NOTE:*** This expense is not charged if the preparation is done in addition to other unrelated primary duties performed by the mortician while in the area.

14.3.5. The APOD mortuary charge for reprocessing of remains, casketing in a specification metal sealer or solid hardwood casket, and cremation (including a specification solid bronze or solid walnut urn), as applicable. Casket shipping container, cleaning and return of the transfer case, is at government expense for those persons entitled to transportation of the remains at government expense. At the beginning of each fiscal year, the APOD mortuary officer advises the appropriate commands shipping remains to that APOD of the prices to be charged for the care of remains handled on a reimbursable basis, as applicable.

14.3.6. Caskets and costs for shipment of remains of infants and children to CONUS. If an adult size (over 5-foot length) casket is required, the remains of children are returned to the CONUS aerial port in a transfer case. Children's caskets up to 5 feet long are procured from AAFES through a government mortuary facility, or through the Navy medical facilities.

NOTE: Outer-shipping container is an item of transportation for those authorized transportation at government expense.

14.3.7. Costs incurred on a reimbursable basis for Military Air Transportation to the CONUS APOD mortuary facility, and costs for return of the transfer case from the CONUS APOD to the appropriate overseas command, apply only to US citizens and their dependents indicated in paragraph **2.5.9.** Reimbursable expenses apply to contractor and DOD employees based on provisions of their contract.

14.3.8. All resources expended and expenses incurred by the government, to include military and civilian labor costs and government motor vehicle costs, are reimbursable expenses.

14.4. Payment and Collection Actions. The mortuary officer of the installation or mortuary arranging for care and disposition of the remains accomplishes DD Form 2065 and obtains supplies and transportation. He or she coordinates with the mortuary where the remains are prepared to ensure the proper amount of reimbursement. Item 14 of DD Form 2065 should be completed with the appropriate Air Force funding classification.

14.4.1. The types of funds acceptable for payment of mortuary services and supplies are cash, cashiers' checks, bank drafts, certified checks, and personal checks. Annotate personal checks with the printed name, grade, SSN, and organization or home address of the writer.

14.4.2. In some instances, there is no sponsor in the area to complete DD Form 2065. For example, a sponsor and his or her dependent are killed in a common accident or disaster, or the sponsor 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 Air Force Mortuary Affairs of a case that cannot be resolved locally. Do not hold remains outside CONUS pending resolution of reimbursement problems.

14.5. Depositing Proceeds.

14.5.1. **Depositing Reimbursements.** Deposit reimbursements collected for cost of mortuary services and supplies immediately with the servicing Accounting and Finance Office (AFO).

14.5.1.1. Use DD Form 1131, **Cash Collection Voucher**, to credit the appropriation and project under which these costs were financed, i.e. D059 for port costs, D046 for transportation, etc. Send a copy of this form with the remains to the aerial port mortuary, as applicable.

14.5.1.2. When the sponsor elects the port to furnish services and supplies, APOD mortuary charges are deposited to the credit of the DFAS-DE Mortuary Account in the same manner.

14.5.2. **Establishing Accounting Procedures.** The Mortuary Officer establishes accounts receivable files, implements methods of requesting payment, and processes delinquent accounts as prescribed in DFAS-DER 177-102.

14.5.2.1. Generally, the retained copy of DD Form 2065 constitutes the basis for accounts receivable file. AF Form 819, **Invoice/Claim**, is used as a billing document by the Air Force and is used to request reimbursement for mortuary services. However, a form is very impersonal. Include a transit letter along with the AF Form 819. Attach a copy of the reimbursement request document to DD Form 2065 in the file.

14.5.2.2. Three requests for payment are made at 30-day intervals with the second and third request sent certified mail, return-receipt requested. Accounts not paid within 90 days of the original billing are sent to the servicing SFO according to DFAS-DER 177.2R. Should you have any questions, contact your local operating location (OPLOC).

Chapter 15

WARTIME MORTUARY

15.1. Introduction. All wartime operating locations will operate under the Current Death Program during regional contingencies. Remains will be returned to CONUS Port Mortuaries for identification processing, personal effects inventory, preparation, casketing, and final disposition. The goal of the wartime mortuary affairs program is to ensure remains are returned to CONUS by the most expedient means available for preservation of identification information and NOK disposition. The Graves Registration Program may be implemented by the Theater Commander In Chief, if remains can not be returned.

15.2. Site Selection and Layout. The Mortuary Collection Points (MCP) should be physically separated from the main living and working areas. It should have natural or artificial cover and be screened from view. There should be an access road for vehicles. Sufficient space must be made for processing and holding areas. The morgue should have a water supply, proper drainage, power source, adequate lighting, good ventilation and refrigerated storage capability.

15.3. Responsibilities. Mortuary personnel collect and preserve identification information, operate the MCP, and prepare the remains for shipment. Wartime recovery of remains should be accomplished through the "Buddy Care" system. If remains are not delivered to the MCP, it is Services responsibility to collect them from the Casualty Collection Point**.**

15.4. The Basic Premise of a MCP.

15.4.1. To move remains to a CONUS port mortuary as quickly as possible (bag, tag and ship).

15.4.2. Ensure remains are tagged with information to assist in identification "Believed-to-Be" (BTB). ***NOTE:*** As a minimum complete steps identified in paragraph **15.5.2.** through paragraph **15.5.2.9.**

15.4.3. Preserve remains for identification by the Port Mortuary, involves preserving remains with refrigeration or ice during shipment.

15.5. Wartime Mortuary Operating Concept (Flow of Remains).

15.5.1. **Casualty Collection Point (CCP).** The Casualty Collection Points are normally located near a medical facility. A Services representative will normally be assigned to the CCP.

15.5.1.1. A competent medical authority is required to declare remains dead. Declaration of death can be recorded on a DD Form 2064, or any other proper medical form or tag. Note: During instances where remains arrive directly at MCP a competent medical authority will be called upon to declare remains as deceased.

15.5.1.2. Report remains suspected to have unexploded ordinance (UXOS) to the Survival Recovery Center (SRC)

15.5.1.3. Services will be responsible for transporting remains to the MCP.

15.5.2. **Mortuary Collection Point (MCP):** The MCP is responsible for the following steps. However, if an aircraft is departing before you can complete all the steps, only complete steps identified in paragraphs **15.5.2.1.** through **15.5.2.10.**

15.5.2.1. Initiate the DD Form 1077, **Collection Point Register of Deceased Personnel.**

15.5.2.2. Report remains suspected to have unexploded ordinance (UXOS) to the Survival Recovery Center (SRC).

15.5.2.3. Leave clothing and personal items on remains for identification purposes at the port mortuary (includes the chemical warfare defense suit).

15.5.2.4. Collect organizational equipment (gas mask, web belt, canteen) and weapons and turn them into the appropriate agency.

15.5.2.5. Assign an evacuation number. TYFR71410001 is an example of an evacuation number. The TYFR is the unit's geographic location. The 7141 is the Julian date. The actual evacuation number will always be a 4-digit number. All collection points start with 0001 and continue until you reach 9999. Start over with 0001, if more than one MCP is required. Also, identify each one with an alpha suffix (i.e. TYFR71410001A).

15.5.2.6. Record information (evacuation number, date received, and "BTB"'

(Name and SSAN if available) in collection point log.

15.5.2.7. Place remains in human remains pouch.

15.5.2.8. Complete 2 tags, each with the evacuation number. When possible, include

BTB information (name and SSAN).

15.5.2.9. Attach the tags as follows: One to the remains and one to the remains pouch (body bag).

NOTE: If remains are fragmented, attach a tag to each portion of the remains

recovered. Use the evacuation number to identify each portion of commingled remains believed to be the same. **"**X" numbers, as those used in Search and Recovery, are not needed for identification, they are only used in charting an accident site.

15.5.2.10. Fingerprint the remains using DD Form 894, (**Record of Identification Processing Finger Print Chart).**

15.5.2.11. Footprint the remains using AF Form 137, **Foot Print Record.** (This is for aircrew members only).

15.5.2.12. Place the finger/foot print forms in a plastic pouch and seal.

15.5.2.13. Place a plastic bag over the head of the remains and secure.

15.5.2.14. Place the plastic pouch with DD Form 894, AF Form 137, and other

information (death certificate) in the remains pouch. Close the remains pouch.

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15.5.2.15. If a transfer case is available, place the remains pouch in the transfer case with ice around the pouch. Ensure the ice does not come in direct contact with the remains.

15.5.2.16. Ship the remains to the Regional Collection Point or Port Mortuary as directed.

15.5.2.17. Record the shipment information (date, shipped to) on DD Form 1077 or the collection log. Also record the shipment on DD Form 1075, **Convoy List of Remains of Deceased Personnel**.

15.5.2.18. Situation Report (SITREP) (RCS: HAF-SVA(AS)9903): At the end of each day a SITREP may be required by Services Control Center or higher Headquarters. On the report, record all evacuation numbers received and shipped. Continue reporting these numbers on future SITREPs until notification that the remains have arrived at Port Mortuary. This report is designated emergency status code "C3". Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by nonelectronic means, if possible. Continue reporting during MINIMIZE.

15.6. Aeromedical Staging Facility (ASF) or Regional Collection Point (Services Augmentation. ***NOTE:*** Remains may flow directly to the Port Mortuary.

15.6.1. The remains are received at the Regional Collection Point.

15.6.2. Record remains on the DD Form 1077, **Collection Point Register of Deceased**.

15.6.3. When practical, ice the remains, then ship to the Aerial Port of Debarkation.

15.6.4. Record the shipment on DD Form 1075.

15.6.5. SITREP (Evacuation Numbers Shipped).

15.7. Aerial Port of Debarkation: (Services Augmentation. *NOTE:*Remains may flow directly to the Port Mortuary.

15.7.1. The Aerial Port of Debarkation receives remains from the Regional Collection Point.

15.7.2. Record remains on DD Form 1077, **Collection Point Register of Deceased**.

15.7.3. Ice the remains for shipment.

15.7.4. Ship remains to the port mortuary.

15.7.5. Record shipment on DD Form 1075.

15.7.6. Document evacuation numbers in SITREP.

15.8. Port Mortuary. Services specialty teams receive remains at the port mortuary. If you have this responsibility, you will be given training specific to the task being performed at the mortuary.

15.8.1. Receive remains.

15.8.2. Complete DD Form 1077.

15.8.3. Inventory personal effects.

15.8.4. Identification of remains begins.

15.8.5. Receive disposition of remains instructions from the NOK.

15.8.6. Ship remains and personal effects IAW disposition instructions.

15.9. Temporary Interment of Remains. Temporary interment should be accomplished only when absolutely necessary. Normally, Higher Headquarters (Theater CINC) will direct temporary interment. Situations that prevent the transporting or storage of remains resulting in temporary interment are: hostilities, transportation shortages, the number of remains overwhelms manpower capabilities, or insufficient

available refrigerator space. There are two categories of temporary interment: emergency or mass burial. Emergency burials are those made for reasons other than having a large number of remains. Mass burials deal with inordinately large numbers of fatalities.

15.10. Site Selection for Temporary Interment. The burial site should be on high ground with good drainage. Avoid areas that have high water tables or flood easily. The location of the burial site should have been determined in advance. The primary and alternate sites for mass burial locations should be clearly identified using grid coordinates. The site selection should be coordinated between Civil Engineering and Services.

15.11. Mass Burial Site Dimensions. Mass burial sites do not contain individual graves, but consists of straight rows. The number of remains you have will determine how many sites you will need.

15.11.1. **Trenches.** The width of the trench is 3 feet. The depth of the trench should be approximately 3 1/2 ft. For contaminated remains, the depth should be 6 1/2 ft and trenches should be 80' long. No more than 10 remains will be placed in each trench. A distance of 3 feet between trench rows will be maintained. The base civil engineer will provide mechanical trenching or other earth moving equipment, with operators.

15.11.1.1. Use separate rows for US, allied, and enemy dead.

15.12. Temporary Interment Procedures.

15.12.1. Initiate the DD Form 1079, **Interment/Disinterment Register.**

15.12.2. Report remains suspected to have UXOS to the Survival Recovery Center (SRC).

15.12.3. Leave clothing and personal items on remains for identification purposes at the port mortuary (includes the chemical warfare defense suit).

15.12.4. Collect organizational equipment (gas mask, web belt, canteen) and weapons and turn them into the appropriate agency.

15.12.5. Assign each remains an interment processing number by using the next sequential number from the DD Form 1079, Block 5. Use one page of DD Form 1079 for each row of 10 remains. The number consists of an accumulative number and the current calendar year, e.g.00024-94.

15.12.6. Record information (interment processing number, date received and BTB-Name and SSAN if available) on DD Form 1079.

15.12.7. **Place a plastic bag over the head of the remains and secure.** Remains will be placed in a body bag; when bags are not available, they will be wrapped in a poncho or plastic.

Complete 2 tags, each with the interment processing number.

Attach the tags as follows: One to the remains and one to the remains pouch (body bag).

NOTE: If remains are fragmented, attach a tag to each portion of the remains recovered. Use the evacuation number to identify each portion of commingled remains believed to be the same. “X” numbers, as those used in Search and Recovery, are not needed for identification, they are only used in charting an accident site.

If time allows:

15.12.7.1. Fingerprint the remains using DD Form 894, (**Record of Identification Processing Finger Print Chart).**

15.12.7.2. Footprint the remains using AF Form 137, **Foot Print Record.** (This is for aircrew members only).

15.12.7.3. Place a plastic bag over the head of the remains and secure.

15.12.7.4. Place the plastic pouch with DD Form 894, AF Form 137, and other information (death certificate) in the remains pouch. Close the remains pouch.

15.12.8. Remains will be placed head to foot.

15.12.9. Personal effects are buried with remains of US personnel as a last resort.

15.13. Interment Records. When completed, the forms are forwarded to the Air Force Mortuary (HQ AFSVA/SVOM).

15.14. Marking the Site. Place stakes at the beginning and end of each row. The marker should extend at least three feet above the ground. Attach a weather resistant sign to the stake bearing the following information: Number of Remains, and Date of burials

NOTE: If remains are contaminated, ensure the area has been clearly marked by Disaster Preparedness.

15.15. Disinterments. Remains temporarily interred in emergency or mass graves will be disinterred at the earliest possible time. The onscene commander is responsible for planning the opening of trench graves to ensure accountability of remains.

15.15.1. Attempt to locate the markers that should have been placed at the beginning of each row.

15.15.2. Dig down approximately five feet (seven feet with contaminated remains), then dig toward the remains. Match the number on the tag to the DD Form 1079 processing number recorded during interment operations.

15.15.3. If needed, place the disinterred remains in a new human remains pouch. Complete the DD Form 1079 and prepare processing tag in the same manner as in interment operations. Attach this tag to the shroud or pouch.

15.15.4. After disinterment, the land should be restored to its original condition to the best possible extent.

15.16. Contaminated Remains Overview. Joint Publication 4-06, *Joint Tactics, Techniques, and Procedures for Mortuary Affairs in Joint Operations,* 28 August 1996, provides guidance for the decontamination of human remains. This section outlines the procedures for handling contaminated human remains and precautions to protect personnel involved in recovering and processing those remains. This paragraph and Joint Pub 4-06 are not meant to replace the involvement of nuclear, biological, chemical (NBC) experts in the decontamination process. In the case of a NBC event, both military and civilian experts from the medical, nuclear/biological/chemical science community will be consulted. IAW Joint Publication 4-06, remains will not leave the theater unless they are safe for handling. Following the national policy of returning all remains to the United States, the remains of US personnel who die in a theater of operations from contamination must be effectively decontaminated. Procedures in this chapter minimizes

the risk to personnel who handle or come in contact with the remains. Pay special attention to safety and sanitation. When an NBC event occurs on the battlefield, there is a high probability many of the deceased have been exposed to contaminating agents. At the time of recovery, trained NBC personnel determine if a NBC hazard exists. If the hazard cannot be determined on an individual basis, all remains in the affected area are treated as contaminated. If the Joint Force Command Surgeon determines the presence of biological agents, all remains are treated as biologically contaminated**.**

15.16.1. Procedures. Currently, Air Force Services role in this process is to perform temporary interment of remains, after determination has been made that the Army's decon unit is unable to respond or is unable to decontaminate the remains.

15.16.2. Mortuary personnel will wear the Chemical Warfare ensemble when NBC hazard exists.

15.16.3. Remains will be placed in a body bag. When a body bag is not available, they will be wrapped in a poncho or plastic sheet.

15.16.4. Place the letter "C" on the BTB information tags, to identify NBC contamination.

15.16.5. Complete 2 tags, each with the BTB information (name and SSAN).

15.16.6. Attach all the tags as follows: One to the remains and one to the remains pouch (body bag).

15.16.7. The remains must be buried at least 6.5 feet deep.

15.16.8. Temporary Interment Procedures refer to paragraph **15.12.**

15.16.9. Marking the gravesite refer to paragraph **15.14.**

15.17. Safety and Sanitation. Safety is a major concern in all operations. Leaders must be aware of safety-related factors involving remains handling. Sanitation of the morgue and personnel should be constantly monitored.

15.17.1. **Heat Stress.** Heat stress is a vital aspect when working in the morgue. Supervisors must watch for signs of heat injury.

15.17.2. **Work and Rest Cycles.** Once personnel reach their maximum workload for heat stress, they cannot recover quickly enough to accomplish the mortuary mission.

15.17.3. **Lifting Requirements.** Personnel must follow proper lifting techniques when moving remains and one individual should not lift more than 75 pounds. They should be instructed on how to lift with their legs, not their back. Use a back belt, when strenuous lifting occurs.

15.17.4. **Sanitation.** The morgue will be disinfected daily or as needed, by mopping the floor and wiping down tables with hot water and cleaning solutions.

15.17.5. **Blood-Borne Pathogens.** During the handling of remains, care is taken to avoid exposure to blood or body fluids. Rubber gloves, aprons, surgical masks, and eye protection must be worn when working with remains. If contact is made, wash the area immediately with disinfectant or soap solution.

15.18. Wartime Personal Effects Procedures. Commanders must recover effects of members of their command who are reported dead, missing, detained, or captured. Refer to AFI 34-244, *Disposition of Personal Property,* **Attachment 7,** Wartime Personal Effects Office Procedures.

Chapter 16

GROUP BURIALS

16.1. When Remains Are to Be Buried as a Group. When two or more remains cannot be individually identified, they will be interred as a group in a government cemetery designated by HQ AFSVA/SVOM.

16.2. Selection of a Government Cemetery for Group Burial. Request HQ AFSVA/SVOM designate the government cemetery to be used for a group interment. HQ AFSVA/SVOM will notify the commander concerned of the cemetery selected. When personnel other than Air Force deceased are included in this group, HQ AFSVA/SVOM will coordinate selection of the cemetery with the other Services or agencies.

16.3. Advising NOK of Group Burial.

16.3.1. **When Death Occurs in CONUS.** The base commander or mortuary officer concerned advises NOK of Air Force deceased and other interested relatives of persons by letter that a group interment has been arranged. The following information will be included in this letter:

16.3.1.1. Statement that the remains cannot be individually identified.

16.3.1.2. Name and address of cemetery selected for burial.

16.3.1.3. Authorized reimbursement for interment expenses.

16.3.1.4. Provision for transportation of relatives at government expense to attend burial service.

16.3.2. **When Deaths Occur Outside CONUS.** HQ AFSVA/SVOM will advise all NOK and others that a group interment has been arranged.

16.4. Arrangements for Group Burial.

16.4.1. **Casketing of Remains.**

16.4.1.1. The number of caskets to be used for the group must be coordinated between the installation concerned and HQ AFSVA/SVOM. On receipt of request for a group interment, HQ AFSVA will contact the base mortuary officer concerned by telephone to coordinate the number of caskets to be used.

16.4.1.2. The remains will be wrapped according to paragraph **10.13.3.**.

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

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

16.4.2. **Transportation of Remains and Escorts.** The Mortuary Officer of the shipping installation, in conjunction with the Transportation Officer, will arrange for transportation of the remains and for one or more escorts to accompany the remains, depending on the number of caskets.

16.4.3. **Flags.** A flag(s) will be furnished for each deceased military person in the group according to paragraph **2.3.4.** On conclusion of the committal service, the flag will be presented according to AFMAN 36-2865, *Protocol, Honors and Ceremonies*.

16.5. Payments for Services. Funeral directors who provide services for remains to be interred as group will be paid on the basis of the number of caskets handled. One DD Form 2062 or 2063 will show the names of all deceased individuals.

16.6. Transportation of Relatives of Deceased Personel to Attend a Group Burial.

16.6.1. Round trip transportation from home to the place of burial at government expense is authorized for:

16.6.1.1. The person who would have been entitled to direct disposition of the remains.

16.6.1.2. Two additional persons selected by the person listed in paragraph **16.6.1.1.** above who are closely related to the decedent.

NOTE: Military air transportation within the United States for these persons is not authorized.

16.6.2. When death occurs in the CONUS, the Mortuary Officer of the installation concerned will request HQ AFSVA/SVOM to publish invitational travel orders and arrange for transportation.

16.6.3. If the relatives do not reside in the same household, a separate transportation request indicating the class of ticket and accommodations authorized will be issued for the travel of each person. If the relatives reside in the same household, one transportation request can be issued for their travel.

16.6.4. Persons indicated in paragraphs **16.6.1.1.** and **16.6.1.2.** above may be paid a monetary allowance in lieu of transportation as follows:

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

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

16.6.4.3. There is no statutory authority whereby the Air Force can pay expenses for accommodations and meals.

16.6.4.4. Payment of transportation expenses will be made by citation of appropriate funds by the activity arranging for the transportation of these relatives. Transportation expenses authorized to be paid may not exceed the transportation allowances authorized for temporary duty travel in Joint Travel Regulations for members of the Armed Forces while traveling on official business. However, no per diem allowance can be paid to these persons.

16.7. Payment of Interment Allowance for Group Burial. The person who would have been entitled to direct disposition of the remains if individual identification had been made may be paid an interment allowance for expenses incurred incident to the group burial. (**Chapter 3**).

Chapter 17

MASS FATALITY

17.1. Introduction. A mass fatality incident is defined as the occurrence of multiple deaths, normally five or more, due to a natural or man-made disaster. Disasters can easily cross military service boundaries and involve military, dependents and/or Department of Defense (DOD) civilians, US civilians or foreign nationals. Any number of scenarios including aircraft mishaps, large vehicle mishaps, explosions, natural disasters, terrorist activity, or even armed conflict can cause these types of incidents. Since disasters cannot be predicted, it is imperative the mass fatality process is understood to minimize confusion for returning the deceased remains to the NOK from anywhere and any time.

17.2. Responsibilities.

17.2.1. **HQ USAF/ILV.** Insures appropriate Air Force resources are made available to support a mass fatality operation for Air Force incidents or as requested by other agencies.

17.2.2. **HQ AFSVA/SVO.** Makes the initial determination, with the coordination of HQ AMC/SV, to mobilize a mass fatality operation. Is required to provide mortuary technical assistance and expertise as well as use of the port mortuary even when the Air Force is not the affected agency. Notifies Armed Forces Medical Examiner and/or FBI Disaster Squad for identification of remains.

17.2.3. **HQ AMC/SV.** Upon request, directs the expansion of a CONUS port mortuary's capabilities to meet mass fatality requirements as requested by HQ USAF/ILV or HQ AFSVA/SVO. Provides port mortuary facilities where remains are embalmed, and shipped. AMC will provide airlift for movement of remains, personnel, equipment, and supplies.

17.2.4. **Wing/Base.** Responsible as required for any current death.

17.3. Mass Fatality Phases. Mass fatality operations generally follow this same process. There is an initial notification, mobilization, search and recovery (S & R), identification, preparation, disposition and demobilization phase.

17.4. Initial Notification. Usually will come from the Joint Staff (J-4) or the Air Force Operations Center to HQ USAF/ILV or HQ AFSVA/SVOM.

17.5. Mobilization. Command and control, communications, organization, facilities and personnel required for mobilization to accomplish the mass fatality operation.

17.5.1. **Identification of the Mortuary Control Center.** The MCC is the primary control center for all mortuary affair matters, with the activities of the subcontrol centers channeled through it. The subcontrol centers are Mortuary Operations, Services Support, and Automation Office. The Armed Forces Medical Examiner and FBI Disaster Squad perform identification processing.

17.5.2. **Communications.** Establish communications between and among the various mortuary control center, headquarters, subcenters and other agencies, as required. Major participants are: Military Services Casualty Control Centers, Armed Forces Medical Examiner, HQ USAF/ILV, HQ AFSVA, Military Services Surgeon General(s), National Transportation Safety Board (NTSB), if the mishap involved civilian aircraft, and FBI.

17.5.3. **Organization.** Numerous agencies and organizations may be involved. Set up the MCC as rapidly as possible. Request support early in the mobilization phase. Establish DOD communications through the service's operations centers. The NTSB has statutory responsibility for investigating a common carrier accident in the US. It has primary jurisdiction over accidents involving civilian aircraft.

17.5.4. **Facilities.** Depending on the incident, mass fatality operations could be conducted in the field, a civilian facility or at an Air Force port mortuary. The AF operates mortuaries at two CONUS aerial ports of entry: Dover AFB Delaware and Travis AFB California. The Dover AFB facility has the largest capability for expansion of the two for processing human remains during mass fatalities and is the preferred location for conducting Air Force operations.

17.5.5. **Personnel.** Depending on circumstances and the incident, HQ USAF/CC or CV will task MAJCOMs to provide personnel to support field or port mortuary operations.

17.6. Search and Recovery (S&R). A senior officer will be designated as On-Scene Commander. S&R procedures and responsibilities are described in **Chapter 6**.

17.7. Identification. Remains identification is a major function of the mass fatality operation and must be accomplished scientifically. AFME, Federal Bureau of Investigations (FBI), and/or Armed Forces Institute of Pathology (AFIP) establish identification. Every step will be taken to ensure remains are positively identified individually.

17.8. Preparation of Remains. Preparation of remains takes place only after ID is established. five or more remains is considered a mass fatality. Mass fatalities should be moved to the nearest port mortuary facility for identification, preparation, casketing and shipment to final destination.

17.9. Disposition. This phase connects the recovery and identification of the remains with the final interment desires of the NOK. Disposition includes determining the primary NOK authorized to direct disposition of the remains, determining authorized entitlements, arranging honors (if requested), shipment of remains, arranging for an escort (for active duty decedents), NOK travel and disposition of personal effects and property.

17.10. Demobilization (RCS: HAF-SVA(AS)9904). Once the mass fatality mission has been completed, and all deceased personnel identified, processed, and returned to the NOK for interment, the operation can begin demobilization. All rented or borrowed equipment at the processing, and preparation location is returned. Temporary facilities at the port mortuary are dismantled. All personnel involved in the mass fatality operation are debriefed prior to returning to their home stations and regular duties. Personnel involved in the return of personal effects, however, maintain contact with recipients until all effects are returned. After-action reports are completed by the OIC of the operation together with the MCC and each organizational element on his/her staff prepares an after action report for higher headquarters information and review.

17.11. Prescribed Forms. AF Form 57, **Mortuary Guide,** AF Form 137, **Footprint Record,** AF Form 140, **Cremation Authorization and Disposition of Cremains,** AF 507**, Agreement of Burial**, AF Form 593, **Interment Record Base Cemetery**, AF Form 697, **Identification Findings and Conclusions,** AF Form 969, **Request for Payment of Dependent and Retiree Transportation Expenses,** AF Form 970,

Statement of Disposition of Remains, AF Form 1122, **Personal Property Inventory,** AF Form 1122A, **Personal Property Inventory (continuation sheet),** AF Form 1801, **Post Mortem Dental Form,** AF Form 1802, **Ante Mortem Dental Form, Ante Mortem Dental Form,** AF Form 1803, **Dental Identification Summary Report,** AF Form 1946, **Honor Guard Checklist,** AF Form 1947, **Escort Report,** DD Form 565, **Statement of Recognition of Deceased,** DD Form 894, **Record of Identification Processing Finger Print Chart,** DD Form 1075, **Convoy List of Remains of Deceased Personnel,** DD Form 1077, **Collection Point Register of Deceased Personnel,** DD Form 1079, **Interment/Disinterment Register, ,** DD Form 1131, **Cash Collection Voucher,** DD Form 1300, **Report of Casualty,** DD Form 1375, **Request for Payment of Funeral and/or Interment Expenses,** DD Form 2062, **Record of Preparation and Disposition of Remains Overseas,** DD Form 2063, **Record of Preparation and Disposition of Remains (Within CONUS),** DD Form 2064, **Certificate of Death (Overseas),** DD Form 2065, **Disposition of Remains - Reimbursable Basis,** VA Form 40-1330, **Application for Headstone or Marker.**

JOHN W. HANDY, Lt General, USAF
DCS/Installations and Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD 1300.15-D, *Military Funeral Support*

DoD 1344.8-D*, Interment Allowance for Deceased Active Duty Personnel*

DoD 4515.13-R, *Air Transportation Eligibility*

DoD 7220.9, DoD *Accounting Policy*

JFTR, Volume I, *Joint Federal Travel Regulation*

JP 4-06, *Joint Tactics, Techniques, and Procedures for Mortuary Affairs in Joint Operations*

AFI 11-209, *Air Force Participation in Aerial Events*

AFI 21-110, *Engineering and Technical Services Management and Control*

AFI 21-202, *Combat Ammunition System Procedures*

AFI 21-208, *Munitions Forecast, Allocation, and Buy Budget Processes*

AFMAN 23-110, Volume 2 CD, *USAF Supply Manual*

AFI 31-209, *The Air Force Resource Protection Program*

AFH 31-223*, Security Air Force Resource Protection Program*

AFI 32-4001, *Disaster Preparedness Planning and Operations*

AFI 32-9001, *Acquisition of Real Property*

AFI 32-9004, *Disposal of Real Property*

AFPD 34-2, *Managing Nonappropriated Funds*

AFI 34-242, *Mortuary Affairs Program*

AFI 34-244, *Disposition of Personal Property*

AFI 34-252, *Laundry, Dry Cleaning, and Linen Exchange*

AFPAM 34-259, *Escorting Deceased Air Force Military Personnel*

AFMAN 34-310, *Nonappropriated Funds Personnel Program Management and Administration Procedures*

AFPD 35-2, *Public Communications Programs*

AFPAM 36-2203, *Drill and Ceremonies*

AFI 36-2226, *Combat Arms Training and Maintenance (CATM) Program Management*

AFI 36-2605, *Air Force Military Personnel Testing System*

AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*

AFMAN 36-2865, *Protocol, Honors, and Ceremonies*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 37-138, *Records Disposition - Procedures and Responsibilities*

AFMAN 37-139, *Records Disposition Schedule (will convert to AFMAN 33-339)*

AFI 44-153, *Critical Incident Stress Management*

AFI 40-502, *The Weight Management Program*

AFMAN 64-108, *Service Contracts*

AFI 91-204, *Safety Investigation and Reports*

AFPAM 91-211, *US Air Force Guide to Mishap Investigations*

AFR 160-109, *Medical Investigation of Aircraft Mishap Fatalities*

AFM 143-2, *State, Official, and Special Military Funerals*

DFAS-DER 177-102, *Commercial Transactions at Base Level*

34th Operations Group Operating Instruction, 11-210, *Air Force Academy Command & Control of Aerial Events*.

USPHS Regulation 71.157, *Dead Bodies in the Foreign Quarantine Manual of Operations*

STANAG 2070*, NATO Standardization Agreement for Emergency War Burial Procedures*

TA 405*, Funeral Service Organizational Support Equipment*

T.O. 00-80-F-2*, Inspection and Maintenance Instruction, Case, Transfer, Human Remains*

Directory of Funeral Directors

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

ACO—Administrative Contracting Officer

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFIP—Armed Forces Institute of Pathology

AFIT—Armed Force Institute of Technology

AFMAN—Air Force Manual

AFO—Accounting and Finance Officer

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AGR—Active Guard Reserve

AIG—Address Indicating Group

AMC—Air Mobility Command

ANG—Air National Guard

APF—Appropriated Fund

APOD—Aerial Port Of Debarkation

AQL—Acceptable Quality Level

ARC—Air Reserve Component

ASF—Aeromedical Staging Facility

ASIF—Airlift Service Industrial Fund

ATFMS—Air Force Training Management System

AUTH—Authority

AUTODIN—Automatic Digital Network

AWOL—Absent Without Leave

BHG—Base Honor Guard

BIMAA—Base Individual Mobilization Augmentee Administrator

BNR—Body Not Recovered

BTB—Believed-to-Be

BUMED—Bureau of Medicine and Surgery (NAVY)

BX—Base Exchange

CCP—Casualty Collection Point

CD—Compact Disk

CDR—Contract Discrepancy Report

CE—Civil Engineering

CETS—Contract Engineering and Technical Services

CIC—Customer Identification Code

CISM—Critical Incident Stress Management

CMC—Commandant, US Marine Corps

CONUS—Continental United States

CPO—Civilian Personnel Office

CSF—Chief of Security Forces

DAFC—Department of the Air Force Civilian Employees

DAO—Defense AttachÈ Office

DCC—Digital Compact Cassette

DFAS—Defense Finance and Accounting Service

DGSC—Defense General Supply Center

DO—Director of Operations

DoD—Department of Defense

DSN—Defense Switch Network

HGC—Honor Guard Commander

HG NCOIC—Honor Guard Noncommissioned Officer in Charge

HG OIC—Honor Guard Officer in Charge

HQ AFSVA—Headquarters Air Force Services Agency

HQ AFSVA/CCR—Headquarters Air Force Services Agency, Reserve Affairs

HQ AFSA/SVOM—Headquarters Air Force Services Agency, Air Force Mortuary Affairs

HQ EUCOM—Headquarters European Command

HQ USAF/ILE—Headquarters United States Air Force, Office of Civil Engineer

HQ USAF/ILV—Headquarters United States Air Force, Director of Services

ID—Identification

IDS—Intrusion Detection System

IMPAC—International Merchant Authorization Card

ISO PREP—Isolated Personnel Report

JFTR—Joint Federal Travel Regulation

MAJCOM—Major Command

MASO—Munitions Accountable Systems Office

MCP—Mortuary Collection Point

MIA—Missing-in-Action

MIL-AIR—Military Air

MN—Model Number

MOU—Memorandum of Understanding

MPA—Military Personnel Appropriation

MPF—Military Personnel Flight

MTF—Military Treatment Facility

NAF—Nonappropriated Fund

NBC—Nuclear, Biological, Chemical

NCO—Noncommissioned Officer

NCOIC—Noncommissioned Officer-in-Charge

NOK—Next of Kin

NSN—National Stock Number

NTSB—National Transportation Safety Board

OAFME—Office of the Armed Forces Medical Examiner

OIC—Officer-in-Charge

O&M—Operations and Maintenance

OPLOC—Operating Location

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

PAS—Preaward Survey

PCS—Permanent Change of Station

PERSCOM—Personnel Command (ARMY)

PN—Part Number

POC—Point of Contact

POV—Privately Owned Vehicle

POW—Prisoner of War

PWS—Performance Work Statement

QAE—Quality Assurance Evaluator

ROTC—Reserve Officer Training Corps

S&R—Search and Recovery

SAR—Search and Rescue

SATVs—Staff Assistance and Training Visits

SCO—Summary Courts Officer

SF—Security Forces

SF—Standard Form

SIB—Safety Investigation Board

SITREP—Situation Report

SOW—Statement of Work

SRC—Survival Recovery Center

SSN—Social Security Account Number

STANAG—Standard NATO Agreement

SV—Services Commander

SVX—Chief of Plans and Force Management

TA—Table of Allowance

TAC—Transportation Account Code

TAFMSD—Total Active Federal Military Service Date

TDY—Temporary Duty

USAFA—United States Air Force Academy

USAFE—United States Air Forces in Europe

USO—United Service Organization

UXOS—Unexploded Ordinance

VA—Veterans Administration

XO—Executive Officer

Terms

Acceptable Quality Level (AQL)—The maximum percent defective, the maximum number of defects per hundred units, or the number of defects that can be considered satisfactory on the average; the allowable variance from a standard before the Government will reject a specific service. An AQL does not imply that the contractor knowingly performs in a defective way. It implies that the Government recognizes that defective performance sometimes occur unintentionally. As long as the defective performance does not exceed the AQL, the service will not be rejected by the Government. The contractor, however, must reperform, when possible, all defective services.

Accouterments—Those belongings worn on the person (such as jewelry, rings, watches, tiepins, and similar items).

Aerial Ports of Debarkation (APOD)—Mortuary facilities staffed by licensed embalmers and funeral directors located at Dover AFB DE and Travis AFB CA. The staff reprocesses or prepares, dresses, caskets, inspects, and ships remains to destination. The staff also serves as the primary and alternate installation mortuary officers for local eligible deaths.

Authorizing Agent(s)—Mortuary officer of the military installation caring for the remains.

Burned—A remains exposed to heat resulting in first, second, or third degree burns.

Casket—The Armed Services uses an 18-gauge metal sealer, cut top casket, and a solid hardwood casket, cut top casket.

Charred—A remains exposed to prolonged heat (fourth-degree burns) resulting in extensive loss of tissue and anatomical parts.

Chemical Preservative Preparations—Arterial, cavity, and other embalming chemicals used in the treatment of all remains under this contract shall effect the maximum preservation and disinfection of all body tissues, including those associated with body cavities (internal organs).

Commingled—The remains of two or more individuals whose anatomical structures are intermingled.

Contract Funeral Home—A facility engaged under contract to provide mortuary services in accordance with a statement of work.

Crematory Authority—The legal entity or the authorized representative of the legal entity who conducts the cremation.

Crematory or Crematorium—The building that houses the cremation chamber.

Cremated Remains—The remaining bone fragments after the cremation process is completed.

Cremation—The technical heating process that reduces human remains to bone fragments. The reduction takes place through combustion and evaporation.

Cremation Chamber—The enclosed space within which the cremation process takes place. Cremation chambers covered by these procedures shall be used exclusively for the cremation of human remains.

Decedent—A deceased person.

Decomposed—A remains in an advanced state of putrefaction.

Dependents—Persons who are dependent on a military member or civilian employee (sponsors), for over half of their support. A dependent is one or more of the following: Spouse; unmarried children, stepchildren, and adopted children under 21 years old, unless they turned 21 while residing with the sponsor overseas and have a return travel entitlement, or are over 21 and are mentally or physically challenged and unable to care for themselves; parent, stepparent, adopted parent, a person who stood in "Loco Parentis" for the sponsor for at least 5 years when the sponsor was a minor, or a parent-in-law who resides with the sponsor and is entitled to government funded return travel. *NOTE:* A stepparent-stepchild relationship is terminated by the divorce of the blood parent from the stepparent.

Disintegrated—A remains which has undergone extreme trauma and no longer has any resemblance to a human form. It has been reduced to many torn segments and fragmented portions.

Dismembered—A remains from which the head is decapitated, partially decapitated and/or any one or all upper and lower extremities or portions thereof have been traumatically separated from the torso.

Funeral Home or Mortuary—A facility designed and equipped to care for the dead.

Government Cemetery—A cemetery under the jurisdiction of a state or federal government, such as state and national cemeteries.

Group Burial—The burial of remains that represent two or more persons who could not be individually identified.

Hardwood Casket—The container in which the human remains shall be delivered to the crematory to be placed in the cremation chamber for cremation. The casket shall meet or exceed the hardwood casket specifications.

Holding Facility—An area designated for the retention of human remains prior to cremation within the crematory facilities that shall comply with any applicable public health laws, preserve the dignity of human remains, and recognize the personal integrity and health of the crematory authority personnel operating the cremation chamber.

Human Remains—The dead human body or portions thereof prior to cremation.

Home—A person's legal or permanent residence.

Infant and Child Caskets and Shipping Cases—These caskets apply to Port of Entry Mortuary Facilities only.

Intact—A remains in which the head, torso, and all extremities are present and articulated.

Interment expenses—Costs incurred by the NOK at a funeral home, cemetery and/or crematory for disposition of remains.

Mutilated—A remains which has undergone severe disfiguring or distorting trauma.

Next-of-Kin (NOK)—The person most closely related to the deceased individual and entitled to direct disposition of the remains.

Nonviewable Remains—A remains that has been extremely mutilated, severely burned or charred, or in an advanced stage of decomposition so that restoration to the known antemortem appearance by major restorative procedures is not possible. Examples of nonviewable remains include: "floaters", homicides, suicides, fatal injury cases involving extensive mutilation or disfiguration to the head and facial features; charred and burned viewable surfaces.

Outer Shipping Container—A wooden or lightweight protective container in which the casket is placed during commercial shipment. When a government contract funeral home is not used, the cost for this item is reimbursed to the NOK as a primary (funeral) expense. For eligible dependents and retirees, it is a remains transportation expense.

Preparation (embalming) of remains—The disinfection and chemical preservation of remains.

Primary NOK—Person having the highest priority for directing disposition among the next of kin.

Processed Remains—The end result of pulverization where the residual from the cremation process is cleaned, leaving only bone fragments reduced to unidentifiable dimensions.

Processing of Remains—The complete preservation (embalming) and disinfection, application of restorative art techniques and/or cosmetics, dressing and/or wrapping, casketing, and transportation of remains as directed by the contracting officer or his designee.

Properly Admitted—The person was placed under treatment or observation in a military medical facility. Patients stay for at least overnight, and receive room, board, and continuous nursing care.

Performance Work Statement (PWS)—The Air Force requirements, specified in writing, for the care and handling of remains to include funeral home facilities, equipment, licensed personnel, motor vehicles, supplies, caskets, urns, hygienic practices, outer shipping containers, and transportation.

Quality Assurance Evaluator (QAE)—Representative of the contracting officer who normally performs surveillance of the contract.

Receiving Funeral Home—A funeral home selected by the NOK to receive the casketed remains from the government for the funeral and interment services or other disposition.

Remains—Autopsied (partial or complete) or unautopsied bodies.

Reprocessing of Remains—The inspection and correction of all discrepancies noted in preservation (embalming). Application of restorative art techniques and/or cosmetics, dressing or wrapping, casketing, and transportation of remains as directed by the contracting officer or designated representative.

Residence—a person's legal or permanent residence.

Sealable Container—Any container in which processed remains can be placed and sealed to prevent leakage of processed remains or the entrance of foreign materials.

Secondary NOK—Person having the second highest priority for directing disposition.

Shipping Installation—The installation that accomplishes the shipment or delivery of the remains to the final destination. This term applies to all CONUS installations, Elmendorf AFB, Alaska.

Skeletonized—A remains which has lost at least 90 percent of all soft tissue.

Specimen—A portion of remains that may have a relationship with others.

Urns—There are two urn types used by the armed services, a solid bronze urn and a solid walnut urn.

Viewable Remains—Any remains undamaged by trauma or disease; or those damaged by trauma or disease but viewable tissue surfaces have been restored to the known ante mortem appearance of the deceased by restorative artwork.

Attachment 2

EXPENSES, ACCOUNT CODES AND COST WORKSHEETS

A2.1. Mortuary Services Funding Account Codes. DFAS-DE/OCP will provide the appropriate funding account codes to be used for claim payments in a Mortuary Funding Authorization Letter. The following list of subaccount funding citations are provided for reference information when completing cost worksheets.

A2.1.1. **Subaccount Codes for Air Force military personnel who die overseas.**

04MO40- Travel of one escort with remains of deceased member. CIC 4 4*42 04MO 380100.

04MO45- Transportation of remains via ASIF, Transportation Account Code (TAC) F*42 applies. CIC 4 4*42 04MO45 380100

04MO46- Transportation of remains (non-ASIF).

04MO47- Escort transportation via AMC ASIF. CIC 4 4*42 04MP 380100 applies.

04MO48- Round trip travel for next of kin of deceased member to attend the funeral. Includes transportation via AMC ASIF using CIC 4 4 *42 04M48 380100.

04MO49- Communication expenses incurred by mortuary officers in processing a death case (commercial telephone, express mail, etc.).

04MO59- Contract expenses incurred in providing for recovery or identification of remains, mortuary services and supplies, port reprocessing services and supplies, cremation, cleaning burial clothing items, and burial services and supplies (within H AFI 34-242 interment allowance limitations).

A2.1.2. **Subaccounts for Air Force military personnel who die in CONUS.**

04MC40- Travel of one escort with remains of deceased member.

04MC46- Transportation of remains (non-ASIF).

04MC47- Escort and NOK transportation via AMC ASIF. CIC 4 4*42 ASMC 380100 applies.

04MC48- Round trip travel for next of kin of deceased member to attend funeral.

04MC49- Communication expenses incurred by mortuary officers in processing a death case (telephone, express mail, etc.).

04MC59- Contract expenses incurred in providing for recovery or identification of remains, mortuary services and supplies, cremation, cleaning burial clothing items, and burial services and supplies.

A2.1.3. **Subaccounts for Air Force Military Prisoners who die while in Confinement.**

04MP40- Travel of one escort with remains of deceased member.

04MP46- Transportation of remains (non-ASIF).

04MP47- Escort and NOK transportation via AMC ASIF CIC 4 4 *42 04MP 380100 applies.

04MP48- Round trip travel for NOK of deceased member to attend the funeral.

04MP49- Communication expenses incurred by mortuary officers in processing a death case (telephone, express mail, etc.).

04MP59- Contract expenses incurred in providing for recovery or identification of remains, mortuary services and supplies, cremation, cleaning burial clothing items, and burial services and supplies.

A2.1.4. **Subaccounts for Air Force Military Repatriated Remains.**

04MR40- Travel of one escort with remains of deceased member (includes non-ASIF transportation).

04MR45- Transportation of remains via AMC ASIF. Account code F*42 applies.

04MR46- Transportation of remains by other than ASIF.

04MR47- Transportation of one escort with remains via ASIF CIC 4 4*42 04MR 380100 applies.

04MR48- Round trip travel expenses incurred by family members to attend interment services.

04MR49- Communication expenses (telephone, express mail, etc.) incurred in coordinating identification, disposition, and interment of remains.

04MR59- Contract expenses incurred in providing for identification of remains or services and supplies used in processing the remains from time of Air Force custody to final interment.

A2.1.5. **Subaccount for Air Force Retirees and their Dependents who die while properly admitted to a CONUS Military Hospital.**

04RH46- Authorized transportation and shipping case expense.

A2.1.6. **Subaccounts for Air Force Dependents who die in CONUS.**

04DC46- Commercial transportation, to include a shipping case.

04DC49- Commercial communication costs for processing the case.

04DC59- Costs for recovery or identification of remains.

A2.1.7. **Subaccounts for Air Force Dependents who die overseas.** 04DO45- Transportation of remains via ASIF, account code F*42 applies.

04DO46- Commercial transportation to include shipping case.

04DO59- Costs incident to recovery or identification of remains. Also used to deposit member's payments for reimbursement of APOD reprocessing services and supplies.

A2.1.8. **Subaccounts for Air Force Appropriated Fund Civilian Employees who die in CONUS.**

04CC45- Transportation of remains via ASIF, account code F*42 applies.

04CC46- Commercial transportation to include shipping case.

04CC49- Commercial communication costs for processing the case.

04CC59- Costs incident to recovery, identification, preparation, and APOD reprocessing of remains.

A2.1.9. **Subaccounts for Air Force Appropriated Fund Civilian Employees who die Overseas.**

04CO45- Transportation of remains via ASIF, account code F*42 applies.

04CO46- Commercial transportation to include a shipping case.

04CO49- Commercial communication costs for processing the case.

04CO59- Costs incident to recovery, identification, preparation, and APOD reprocessing of remains.

Subaccount for Air Force Contractor Engineering and Technical Services Personnel.

04PC59- All authorized expenses incurred when death occurs in CONUS. *NOTE:* Review contract agreement to determine responsibility of expenses. Work with base contracting and the contractor (or sponsor) to determine funding arrangements.

A2.1.10. **Subaccount for Indigent Persons who die on an Air Force Installation.** 04IP59- All expenses incurred. Minimal costs and burial as directed by HQ AFSVA/SVOM.

A2.1.11. **Subaccount for Enemy Prisoners of War and Interned Enemy Aliens.** 04EP59- All authorized expenses incident to interment in and transportation to a cemetery designated by HQ AFSVA/SVOM.

A2.1.12. **Subaccount for Other Employees and Civilians.** 04RR59- All expenses for mortuary services and transportation are furnished on a reimbursable basis. Applies primarily to personnel attached to the Armed Forces such as Department of Defense (DoD) teachers and dependents, nonappropriated funded personnel and dependents, American National Red Cross, or United Service Organization (USO). May also be used for services requested by Department of State for US citizens overseas.

A2.2. Cost Worksheets. Put text headings in the blank spaces of a General Purpose form (AF Forms 3125/3154), and use the formats in A2.2.1. through A2.2.5.

A2.3. A2.2.Cost Worksheet Formats.

A2.3.1. **Cost Worksheet – Active Duty Remains/Repatriated Remains**

Name of Deceased

Authorization Number

Name of Sponsor

Rank SSAN Date of Death

Reporting Installation Duty Phone

The Air Force does not necessarily authorize all items in all cases.

ITEM	SUB ACCOUNT	AMOUNT EXPENDED
1. Recovery, segregation, and identification of remains.	04 MO/MC/MR 59	
2. Contract or primary (funeral) expenses or CONUS port mortuary reprocessing, casketing supplies, and services	04 MO/MC/MR 59	
3. Cremation, urn, and engraving	04 MO/MC/MR 59	
4. Clothing, accouterments, or blanket, as applicable	04 MO/MC/MR 59	

5. Transportation of remains:	04 MO/MC/MR 45
a. Shipment by MIL	
b. Shipment by commercial air	04 MO/MC/MR 46
c. Hearse shipment	04 MO/MC/MR 46
d. Delivery of remains at destination	04 MO MC MR 46
e. Other (specify) as authorized by HQ AFSVA/SVOM	04
6. Escort Travel	04 MO/MC/MR 40
a. Via commercial air	
b. Rental car, per diem, etc.	04 MO/MC/MR 40
7. Secondary (interment) expenses	04 MO/MC/MR 59
8. NOK travel and per diem	04 MO/MC/MR 48
9. Other (specify) as authorized by HQ AFSVA/SVOM	04
Total Expenditure	

NOTE: Circle or insert the appropriate subaccount.

A2.3.2. **Cost Worksheet—Civil Service Employee Remains**

Name of Deceased

Authorization Number

Grade SSAN Date of Death

Reporting Installation Duty Phone

The Air Force does not necessarily authorize all items in all cases.

ITEM	SUB ACCOUNT	AMOUNT EXPENDED
1. Recovery, segregation, and identification of remains	04 CC/CO 59	
2. Preparation, dressing, and casketing	04 CC/CO 59	
3. Commercial overnight mail.	04 CC/CO 49	
4. Transportation of remains:	04 CC/CO 46	
a. Removal from place of death or release by medical authorities		
b. Delivery to common carrier terminal	04 CC/CO 46	
c. Commercial air	04 CC/CO 46	
d. Hearse shipment	04 CC/CO 46	
e. Delivery from airport at destination to funeral home	04 CC/CO 46	

f. Delivery from funeral home to cemetery or crematory	04 CC/CO 46
g. Military air	04 CC/CO 45
h. Outer shipping container	04 CC/CO 46
5. CONUS port mortuary reprocessing, casketing, supplies, and services	04 CC/CO 59
6. Clothing or blanket, as applicable	04 CC/CO 59
7. Cremation, urn, and engraving	04 CC/CO 59
8. Other (specify) as authorized by HQ AFSVA/SVOM	04 CC/CO
Total Expenditure	

NOTE: Circle or insert the appropriate subaccount.

A2.3.3. **Cost Worksheet—Active Duty Dependent Remains.**

Name of Deceased

Authorization Number

Name of Sponsor

Rank SSAN Date of Death

Reporting Installation Duty Phone

The Air Force does not necessarily authorize all items in all cases.

ITEM	SUB ACCOUNT	AMOUNT EXPENDED
1. Transportation of remains, as applicable:		
a. Removal from place of death or release by medical authorities	04 DC/DO 46	
b. Delivery to common carrier	04 DC/DO 46	
c. Commercial air	04 DC/DO 46	
d. Hearse shipment	04 DC/DO 46	
e. Delivery from airport at destination to funeral home	04 DC/DO 46	
f. Delivery from funeral home to cemetery or crematory	04 DC/DO 46	
g. Military air	04 DC/DO 45	
h. Outer shipping container	04 DC/DO 46	
i. Consular fees for sealing casket	04 DC/DO 46	

2. CONUS port mortuary reprocessing, casketing, supplies, and services.	04 DO 59
3. Cremation, urn, engraving, and delivery	04 DO 59
4. Other (specify) as authorized by HQ AFSVA/SVOM	04 DC/DO
Total Expenditure	

NOTE: Circle/insert the appropriate subaccount.

A2.3.4. **Cost Worksheet—Retiree and Retiree Dependent Remains** Name of Deceased

Authorization Number

Name of Sponsor

Rank SSAN Date of Death

Reporting Installation Duty Phone

The Air Force does not necessarily authorize all items in all cases.

ITEM	SUB ACCOUNT	AMOUNT EXPENDED
1. Transportation of remains, as applicable:	04 RH 46	
a. Removal from place of death or release by medical authorities		
b. Delivery to common carrier terminal	04 RH 46	
c. Commercial air	04 RH 46	
d. Hearse shipment	04 RH 46	
e. Delivery from airport at destination to funeral home	04 RH 46	
f. Delivery from funeral home to cemetery or crematory	04 RH 46	
g. Outer shipping container	04 RH 46	
2. Other (specify) as authorized by HQ AFSVA/SVOM	04 RH 46	
Total Expenditure		

NOTE: Circle/insert the appropriate subaccount.

A2.3.5. **Cost Worksheet _____*_____Remains**
(Indicate Category)

Name of Deceased

Authorization Number

Name of Sponsor

Rank SSAN Date of Death

Reporting Installation Duty Phone

The Air Force does not necessarily authorize all items in all cases.

1. Recovery, segregation, and identification of remains.	04ÖÖÖÖÖÖ.59
2. Contract or primary (funeral) expenses.	04 59
3. Commercial overnight mail.	04 49
4. Cremation, urn, and engraving	04 59
5. Clothing, accouterments, or blanket, as applicable	04 59
6. Transportation of remains:	04 46
a. Removal from place of death or release by medical authorities	
b. Delivery to common carrier.	04 46
c. Commercial Air	04 46
d. Military Air	04 45
e. Delivery from airport at destination to funeral home	04 46
f. Delivery from funeral home to cemetery or crematory	04 46
g. Hearse shipment	04 46
h. Outer shipping container	04 46
7. CONUS port mortuary reprocessing, casketing, supplies, and services	04 59
8. Cemetery space, opening/closing, and marker or headstone	04 59
9. Other (specify) as authorized by HQ AFSVA/SVOM	04
Total Expenditure	

NOTE:

1. Insert appropriate category of deceased (i.e., unclaimed, State Dept. request, etc.)

2. Insert the appropriate subaccount.

Attachment 3

NATIONAL AND STATE CEMETERIES

A3.1. DEPARTMENT OF VETERANS AFFAIRS NATIONAL CEMETERIES

ALABAMA

Fort Mitchell National Cemetery
553 Highway 165
Seale AL 36875
(334) 855-4731

Mobile National Cemetery
1202 Virginia Street
Mobile AL 36604
For information contact,
Barrancaas National Cemetery
(850) 452-3357

ALASKA

Fort Richardson National Cemetery
Building #997, Davis Highway
P.O. Box 5-498
Fort Richardson AK 99505
(907) 384-7075

Sitka National Cemetery
Box 1065
Sitka, AK 99835
For information, contact Fort
Richardson National Cemetery

(907) 384-7075

ARIZONA

National Memorial Cemetery of Arizona
23029 North Cave Creek Road
Phoenix AZ 85024
(602) 379-4615
Prescott National Cemetery
VA Medical Center
500 Highway 89 North
Prescott AZ 86301
For information, contact
National Memorial Cemetery of
Arizona (602) 379-4615

ARKANSAS

Fayetteville National Cemetery
700 Government Avenue
Fayetteville AR 72701
(501) 444-5051

Fort Smith National Cemetery
522 Garland Avenue
Fort Smith AR 72901

Little Rock National Cemetery
2523 Confederate Boulevard
Little Rock, AR 72206
(501) 324-6401

CALIFORNIA

Fort Rosecrans National Cemetery
P.O. Box 6237 Point Loma
San Diego CA 92106
(619) 553-2084

Golden Gate National Cemetery
1300 Sneath Lane
San Bruno CA 94066
(415) 761-1646 (San Francisco County)
(415) 589-7737 (San Mateo County)

Los Angeles National Cemetery
950 South Sepulveda Boulevard
Los Angeles CA 90049
(310) 268-4494

Riverside National Cemetery
22495 Van Buren Boulevard
Riverside CA 92518
(909) 653-8417

San Francisco National Cemetery
P.O. Box 29012
Presidio of San Francisco
San Francisco CA 94129
For information, contact
Golden Gate National Cemetery
(415) 761-1646

San Joaquin Valley National Cemetery

32053 West McCabe Road
Gustine CA 95322
(209) 854-1040

COLORADO

Fort Logan National Cemetery
3698 South Sheridan Boulevard
Denver CO 80235
(303) 761-0117

Fort Lyon National Cemetery
VA Medical Center
Fort Lyon CO 81038
For information, contact:
Fort Logan National Cemetery
(303) 761-0117

FLORIDA

Barrancas National Cemetery
Naval Air Station
Pensacola, FL 32508-1099
(850) 452-3357 or 4196

Bay Pines National Cemetery
P.O. Box 477
Bay Pines FL 33504-0477
For information, contact:
Florida National Cemetery
(352) 793-7740

Florida National Cemetery
6502 SW 102nd Avenue
Bushnell FL 33513
(352) 793-7740 or 1074

St. Augustine National Cemetery
104 Marine Street
St. Augustine FL 32084
For information, contact:
Florida National Cemetery
(352) 793-7740

GEORGIA

Marietta National Cemetery
500 Washington Avenue
Marietta GA 30060
For information, contact:
Chattanooga National Cemetery
(423) 855-6590

HAWAII

National Memorial Cemetery of the Pacific
2177 Puowaina Drive
Honolulu HI 96813-1729
(808) 566-1430

ILLINOIS

Alton National Cemetery
600 Pearl Street

Alton IL 62003
For information, contact:
Jefferson Barracks National Cemetery
(314) 260-8720

Camp Butler National Cemetery
5063 Camp Butler Road; RR #1
Springfield IL 62707
(217) 492-4070

Danville National Cemetery
1900 East Main Street
Danville IL 61832
(217) 431-6550

Mound City National Cemetery
P.O. Box 128
Mound City IL 62963
For information, contact:
Jefferson Barracks National Cemetery
(314) 260-8720

Quincy National Cemetery
36th and Maine Street
Quincy IL 62301
For information, contact:
Rock Island National Cemetery
(309) 782-2094

Rock Island National Cemetery
P.O. Box 737
Moline IL 61265

(309) 782-2094

INDIANA

Crown Hill National Cemetery
700 West 38th Street
Indianapolis IN 46208
For information, contact:
Marion National Cemetery
(765) 674-0284

Marion National Cemetery
VA Medical Center
1700 East 38th Street
Marion IN 46952
(765) 674-0284

New Albany National Cemetery
1943 Ekin Avenue
New Albany IN 47150
For information, contact:
Zachary Taylor National Cemetery
(502) 893-3852

IOWA

Keokuk National Cemetery
1701 J Street
Keokuk IA 52632
For information, contact:
Rock Island National Cemetery
(309) 782-2094

KANSAS

Fort Leavenworth National Cemetery
Fort Leavenworth KS 66027
For information, contact:
Leavenworth National Cemetery
(913) 758-4105

Fort Scott National Cemetery
P.O. Box 917
Fort Scott KS 66701
(316) 223-2840

Leavenworth National Cemetery
P.O. Box 1694
Leavenworth KS 66048
(913) 758-4105

KENTUCKY

Camp Nelson National Cemetery
6980 Danville Road
Nicholasville KY 40356
(606) 885-5727

Cave Hill National Cemetery
701 Baxter Avenue
Louisville KY 40204
For information, contact:
Zachary Taylor National Cemetery
(502) 893-3852

Danville National Cemetery
277 North First Street
Danville KY 40442
For information, contact:
Camp Nelson National Cemetery
(606) 885-5727

Lebanon National Cemetery
20 Highway 208
Lebanon KY 40033
(502) 692-3390

Lexington National Cemetery
833 West Main Street
Lexington KY 40508
For information, contact:
Camp Nelson National Cemetery
(606) 885-5727

Mill Springs National Cemetery
Nancy KY 42544
For information, contact:
Camp Nelson National Cemetery
(606) 885-5727

Zachary Taylor National Cemetery
4701 Brownsboro Road
Louisville KY 40207
(502) 893-3852

LOUISIANA

Alexandria National Cemetery
209 East Shamrock Street
Pineville LA 71360
For information, contact:
Natchez National Cemetery
(601) 445-4981

Baton Rouge National Cemetery
220 North 19th Street
Baton Rouge LA 70806
For information, contact:
Port Hudson National Cemetery
(225) 654-3767

Port Hudson National Cemetery
20978 Port Hickey Road
Zachary LA 70791
(225) 654-3767

MAINE

Togus National Cemetery
VA Medical and Regional Office Center
Togus ME 04330
For information, contact:
Massachusetts National Cemetery
(508) 563-7113

MARYLAND

Annapolis National Cemetery

800 West Street
Annapolis MD 21401
For information, contact:
Baltimore National Cemetery
(410) 644-9696

Loudon Park National Cemetery
3445 Frederick Avenue
Baltimore MD 21228
For information, contact:
Baltimore National Cemetery
(410) 644-9696

MASSACHUSETTS

Massachusetts National Cemetery
Bourne MA 02532
(508) 563-7113

MICHIGAN

Fort Custer National Cemetery
15501 Dickman Avenue
Augusta MI 49012
(616) 731-4164

MINNESOTA

Fort Snelling National Cemetery
7601 34th Avenue, South
Minneapolis MN 55450-1199
(612) 726-1127

MISSISSIPPI

Biloxi National Cemetery
P.O. Box 4968
Biloxi MS 39535-4968
(601) 388-6668

Corinth National Cemetery
1551 Horton Street
Corinth Ms 38834
For information, contact:
Memphis National Cemetery
(901) 386-8311

Natchez National Cemetery
41 Cemetery Road
Natchez MS 39120
(601) 445-4981

MISSOURI

Jefferson Barracks National Cemetery
2900 Sheridan Road
St. Louis MO 63125
(314) 260-8720

Jefferson City National Cemetery
1024 East McCarty Street
Jefferson City MO 65101
For information, contact:
Jefferson Barracks National Cemetery

(314) 260-8720.

Springfield National Cemetery
1702 East Seminole Street
Springfield MO 65804
(417) 881-9499

NEBRASKA

Fort McPherson National Cemetery
HCO1, Box 67
Maxwell NE 69151
(308) 582-4433

NEW JERSEY

Beverly National Cemetery
R.D. #1, Bridgeboro Road
Beverly NJ 08010
(609) 877-5460

Finn's Point National Cemetery
RFD #3, Fort Mott Road, Box 542
Salem NJ 08079
For information, contact:
Beverly National Cemetery
(609) 877-5460

NEW MEXICO

Fort Bayard National Cemetery
P.O. Box 189

Fort Bayard NM 88036
For information, contact:
Fort Bliss National Cemetery
(915) 564-0201

Santa Fe National Cemetery
501 North Guadalupe Street
Santa Fe NM 87501
(505) 988-6400

NEW YORK

Bath National Cemetery
VA Medical Center
Bath NY 14810
(607) 776-5480, Ext. 1293

Calverton National Cemetery
210 Princeton Boulevard
Calverton NY 11933-1031
(516) 727-5410 or 5770

Cypress Hills National Cemetery
625 Jamaica Avenue
Brooklyn NY 11208
For information, contact:
Long Island National Cemetery
(516) 454-4949

Long Island National Cemetery
2040 Wellwood Avenue
Farmingdale NY 11735-1211

(516) 454-4949

Woodlawn National Cemetery
1825 Davis Street
Elmira NY 14901
For information, contact:
Bath National Cemetery
(607) 776-5480, Ext. 1293

NORTH CAROLINA

New Bern National Cemetery
1711 National Avenue
New Bern NC 28560
(252) 637-2912

Raleigh National Cemetery
501 Rock Quarry Road
Raleigh NC 27610
For information, contact:
Salisbury National Cemetery
(704) 636-2661

Salisbury National Cemetery
202 Government Road
Salisbury NC 28144
(704) 636-2661

Wilmington National Cemetery
2011 Market Street
Wilmington, NC 28403
For information, contact:

New Bern National Cemetery
(252) 637-2912

OHIO

Dayton National Cemetery
VA Medical Center
4100 West Third Street
Dayton OH 45428-1008
(937) 262-2115

OKLAHOMA

Fort Gibson National Cemetery
1423 Cemetery Road
Fort Gibson OK 74434
(918) 478-2334

OREGON

Eagle Point National Cemetery
2763 Riley Road
Eagle Point OR 97524
(541) 826-2511

Roseburg National Cemetery
VA Medical Center
Roseburg OR 97470
For information, contact
Willamette National Cemetery
(503) 273-5250

Willamette National Cemetery
11800 S.E. Mt. Scott Boulevard
Portland OR 97266-6937
(503) 273-5250

PENNSYLVANIA

Indiantown Gap National Cemetery
R.R. #2, P. O. Box 484
Annville PA 17003-9618
(717) 865-5254

Philadelphia National Cemetery
Haines Street and Limekiln Pike
Philadelphia, PA 19138
For information, contact:
Beverly National Cemetery
(609) 877-5460

PUERTO RICO

Puerto Rico National Cemetery
P. O. Box 1298
Bayamon PR 00960
(787) 798-6720

SOUTH CAROLINA

Beaufort National Cemetery
1601 Boundary Street
Beaufor SC 29902
(803) 524-3925

Florence National Cemetery
803 East National Cemetery Road
Florence SC 29501
(803) 669-8783

SOUTH DAKOTA

Black Hills National Cemetery
P. O. Box 640
Sturgis SD 57785
(605) 347-3830 or 7299

Fort Meade National Cemetery
Old Stone Road
Sturgis SD 57785
For information, contact:
Black Hills National Cemetery
(605) 347-3830 or 7299

Hot Springs National Cemetery
VA Medical Center
Hot Springs SD 57747
For information, contact:
Black Hills National Cemetery
(605) 347-3830 or 7299

TENNESSEE

Chattanooga National Cemetery
1200 Bailey Avenue
Chattanooga TN 37404

(423) 855-6590

Knoxville National Cemetery
939 Tyson Street, N.W.
Knoxville TN 37917
For information, contact:
Mountain Home National Cemetery
(423) 461-7935

Memphis National Cemetery
3568 Townes Avenue
Memphis TN 38122
(901) 386-8311

Mountain Home National Cemetery
P.O. Box 8
Mountain Home, TN 37684
(423) 461-7935

Nashville National Cemetery
1420 Gallatin Road, South
Madison TN 37115-4619
(615) 736-2839

TEXAS

Fort Bliss National Cemetery
5200 Fred Wilson Road
P.O. Box 6342
Fort Bliss TX 79906
(915) 564-0201

Fort Sam Houston National Cemetery
1520 Harry Wurzbach Road
San Antonio TX 78209
(210) 820-3891

Houston National Cemetery
10410 Veterans Memorial Drive
Houston TX 77038
(281) 447-8686

Kerrville National Cemetery
VA Medical Center
3600 Memorial Boulevard
Kerrville TX 78028
For information, contact:
Fort Sam Houston National Cemetery
(210) 820-3891

San Antonio National Cemetery
517 Paso Hondo Street
San Antonio TX 78202
For information, contact:
Fort Sam Houston National Cemetery
(210) 820-3891

VIRGINIA

Alexandria National Cemetery
1450 Wilkes Street
Alexandria VA 22314
For information, contact:
Culpeper National Cemetery

(540) 825-0027

Balls Bluff National Cemetery
Route 7
Leesburg VA 22075
For information, contact:
Culpeper National Cemetery
(540) 825-0027

City Point National Cemetery
10th Avenue and Davis Street
Hopewell VA 23860
For information, contact:
Fort Harrison National Cemetery
(804) 795-2031

Cold Harbor National Cemetery
Route 156 North
Mechanicsville VA 23111
For information, contact:
Fort Harrison National Cemetery
(804) 795-2031

Culpeper National Cemetery
305 U.S. Avenue
Culpeper VA 22701
(540) 825-0027

Danville National Cemetery
721 Lee Street
Danville VA 24541
For information, contact:

Salisbury National Cemetery
(704) 636-2661

Fort Harrison National Cemetery
8620 Varina Road
Richmond VA 23231
(804) 795-2031

Glendale National Cemetery
8301 Willis Church Road
Richmond VA 23231
For information, contact:
Fort Harrison National Cemetery
(804) 795-2031

Hampton National Cemetery
Cemetery Road at Marshall Ave.
Hampton VA 23667
(757) 723-7104

Hampton National Cemetery
VA Medical Center
Emancipation Drive
Hampton VA 23667
(757) 723-7104

Quantico National Cemetery
P.O. Box 10
18424 Joplin Road (Route 619)
Triangle VA 22172
(703) 221-2183 (local)
(703) 690-2217 (metro)

Richmond National Cemetery
1701 Williamsburg Road
Richmond VA 23231
For information, contact:
Fort Harrison National Cemetery
(804) 795-2031

Seven Pines National Cemetery
400 East Williamsburg Road
Sandston VA 23150
For information, contact:
Fort Harrison National Cemetery
(804) 795-2031

Staunton National Cemetery
901 Richmond Avenue
Staunton VA 24401
For information, contact:
Culpeper National Cemetery
(540) 825-0027

Winchester National Cemetery
401 National Avenue
Winchester VA 22601
For information, contact:
Culpeper National Cemetery
(540) 825-0027

WASHINGTON

Tahoma National Cemetery

18600 Southeast 240th Street
Kent WA 98042-4868
(425) 413-9614

WEST VIRGINIA

Grafton National Cemetery
431 Walnut Street
Grafton WV 26354
For information, contact:
West Virginia National Cemetery
(304) 265-2044

West Virginia National Cemetery
Route 2, Box 127
Grafton WV 26354
(304) 265-2044

WISCONSIN

Wood National Cemetery
5000 West National Avenue
Building 1301
Milwaukee WI 53295-4000
(414) 382-5300

A3.2. DEPARTMENT OF THE INTERIOR NATIONAL CEMETERIES

DISTRICT OF COLUMBIA

Battleground National Cemetery
c/o Supt. Rock Creek Park

5000 Glover Road, NW
Washington DC 20015
(202) 426-6833

GEORGIA

Andersonville National Historic Site
Rt. 1, Box 85
Andersonville GA 31711
(912) 924-0343

LOUISIANA

Chalmette Cemetery
Jean Lafitte Historical Park & Preserve
423 Canal Street, #210
New Orleans LA 70130
(504) 271-2412

MARYLAND

Antietam National Battlefield Site
Box 158
Sharpsburg MD 21782
(301) 432-5124

MISSISSIPPI

Vicksburg National Military Park
3201 Clay Street
Vicksburg MS 39180
(601) 636-0583

MONTANA

Little Bighorn Battlefield National Monument
P.O. Box 39
Crow Agency MT 59022
(406) 638-2621

PENNSYLANIA

Gettysburg National Military Park
R.D. 1
Gettysburg PA 17325
(717) 334-1124

TENNESSEE

Andrew Johnson National Historic Site
P.O. Box 1088
Greenville TN 37744
(615) 638-3551

Fort Donelson National Battlefield
P.O. Box 434
Dover TN 37058
(615) 232-5348

Shiloh National Military Park
P.O. Box 61
Shiloh TN 38376
(901) 689-5275

Stones River National Battlefield
3501 Old Nashville Highway
Murfreesboro TN 37129
(615) 893-9501

VIRGINIA

Fredericksburg & Spotsylvania County Battlefields Memorial
National Military Park
120 Chatham Lane
Fredericksburg VA 22405
(703) 373-4461

Poplar Grove National Cemetery
Petersburg National Battlefield
P.O. Box 549
Route 36 East
Petersburg VA 23804
(804) 732-3531

Yorkstown Battlefield Cemetery
Colonial National Historical Park
P.O. Box 210
Yorktown VA 23690
(804) 898-3400

A3.3. STATE VETERANS CEMETERIES

CALIFORNIA

Veterans Memorial Grove Cemetery
Veterans Home of California

Yountville CA 94599
(707) 944-4600

COLORADO

Colorado State Veterans Cemetery
Colorado State Veterans Center
Box 97
Homelake CO 81135
(719) 852-5118

CONNECTICUT

Col Raymond F. Gates Memorial Cemetery
Veterans Home and Hospital
287 West Street
Rocky Hill CT 06067
(860) 721-5824

Spring Grove Veterans Cemetery
Darien, Connecticut
c/o Veterans Home and Hospital
Rocky Hill CT 06067
(860) 721-5824

Middletown Veterans Cemetery
c/o Veterans Home and Hospital
Rocky Hill CT 06067
(860) 344-1961

DELAWARE

Delaware Veterans Memorial Cemetery
2465 Chesapeake City Road
Bear DE 19701
(302) 834-8046

HAWAII

Hawaii State Veterans Cemetery
45-349 Kamehameha Highway
Kaneohe HI 96744
(808) 235-1596

Hawaii Veterans Cemetery - Area 1
County of Hawaii
25 Aupuni Street
Hilo HI 96720
(808) 961-8311

Hawaii Veterans Cemetery - Area II
County of Hawaii
25 Aupuni Street
Hilo HI 96720
(808) 961-8311

Kauai Veterans Cemetery
County of Kauai Public Works
3201 Umi Street
Lihue HI 96766
(808) 241-3348

Maui Veterans Cemetery
1295 Makawao Ave. Box 117

Makawao HI 96768
(808) 572-7272

Hoolehua Veterans Cemetery (Molokai)
P.O. Box 526
Kauna Kakai HI 96748
(808) 243-7845

ILLINOIS

Sunset Cemetery
Illinois Veterans Home
1701 N. 12th Street
Quincy IL 62301
(217) 222-8641

INDIANA

Indiana State Soldiers Home Cemetery
3851 N. River Road
W. Lafayette IN 47906-3765
(317) 497-8501

IOWA

Iowa Veterans Home and Cemetery
13th & Summit Streets
Marshaltown IA 50158
(515) 753-4309

KANSAS

KSH Cemetery
Kansas Soldiers Home
Fort Dodge KS 67843
(316) 227-2121

MAINE

Maine Veterans Memorial Cemetery
Division of Veterans Services
State House, Station #117
Augusta ME 04333
(207) 626-4464

MARYLAND

Cheltenham Veterans Cemetery
11301 Crain Highway
P.O. Box 10
Cheltenham MD 20623
(301) 372-6398

Crownsville Veterans Cemetery
1080 Sunrise Beach Road
Crownsville MD 21032
(410) 987-6320

Eastern Shore Veterans Cemetery
6827 E. New Market Ellwood Road
Hurlock MD 21643
(410) 943-3420

Garrison Forest Veterans Cemetery

P.O. Box 409
Owings, Mills MD 21117
(410) 363-6090

Rocky Gap Veterans Cemetery
Route 1 Box 82
Flintstone MD 21530
(301) 777-2185

MINNESOTA

Minnesota Veterans Home Cemetery
1 Veterans Memorial Drive
Little Falls MN 56345
(320) 632-3272

MISSOURI

Missouri Veterans Home Cemetery
620 N. Jefferson
St .James MO 65559
(314) 265-3271

MONTANA

State Veterans Cemetery
Fort William H. Harrison
Box 5715
Helena MT 59604
(406) 444-6926

Montana Veterans Home Cemetery

P.O. Box 250
Columbia Falls MT 59912
(406) 892-3256

NEBRASKA

Nebraska Veterans Homes Cemetery
Burkett Station
Grand Island NE 68803
(308) 385-6252

NEVADA

Northern Nevada Veterans Memorial Cemetery
P.O. Box 1919
14 Veterans Way
Femley NV 89408
(702) 575-4441

Southern Nevada Veterans Memorial Cemetery
1900 Buchanan Blvd.
Boulder City NV 89005
(702) 486-5920

NEW JERSEY

Brig Gen William C. Doyle Veterans Memorial Cemetery
350 Provenceline Road, Rt 2
Wrightstown NJ 08562
(609) 748-7250

New Jersey Memorial Home Cemetery

524 N.W. Boulevard
Vineland NJ 08360
(609) 696-6350

NORTH CAROLINA

Western Carolina State Veterans Cemetery
Old Highway 70
Black Mountain NC 28711
(704) 669-0684

Coastal Carolina State Veterans Cemetery
P.O. Box 1486
Jacksonville NC 28541
(910) 347-4550

NORTH DAKOTA

North Dakota Veterans Cemetery
Box 5511
Bismarck ND 58502-5511
(701) 663-9893

OKLAHOMA

Oklahoma Veterans Cemetery
Military Department (OKFAC)
3501 Military Circle N.E.
Oklahoma City OK 73111-4398
(405) 425-8529

PENNSYLVANIA

Pennsylvania Soldiers and Sailor Home Cemetery
P.O. Box 6239
560 East Third Street
Erie PA 16512-6239
(814) 871-4531

RHODE ISLAND

Rhode Island Veterans Cemetery
301 South County Trail
Exeter RI 02822-9712
(401) 884-7482

SOUTH DAKOTA

South Dakota Veterans Home Cemetery
2500 Minnekahta Avenue
Hot Springs SD 57747
(605) 745-5127

TENNESSEE

Knoxville State Veterans Cemetery
5901 Lyons View Pike
Knoxville TN 37919
(423) 594-6776

Middle Tennessee Veterans Cemetery
7931 McCrory Lane
Nashville TN 37221
(615) 532-2238

West Tennessee Veterans Cemetery
4000 Forest Hill/Irene Road
Memphis TN 38125
(901) 543-7005

UTAH

Utah State Veterans Cemetery
Utah Parks and Recreation
17111 S. Camp Williams Rd.
Bluffdale UT 84065
(801) 254-9036

VERMONT

Vermont Veterans Home
War Memorial Cemetery
325 North Street
Bennington VT 05201
(802) 442-6353

Vermont Veterans Memorial Cemetery
120 State Street
Montpelier VT 05602-4401
(802) 654-0121

WASHINGTON

Washington Soldiers Home Colony and Cemetery
1301 Orting-Kapowsin Highway
P.O. Box 500

Orting WA 98360
(206) 840-6582

WISCONSIN

Wisconsin Veteran Memorial Cemetery
Wisconsin Veterans Home
Highway QQ
King WI 54946
(715) 258-5586

Southern Wisconsin Veterans Memorial Cemetery
21731 Spring Street
Union Grove WI 53182
(414) 878-5660

WYOMING

Oregon Train Veterans Cemetery
89 Cemetery Road, Box 669
Evansville WY 82636
(307) 235-6673

TERRITORIES

Guam Veterans Cemetery
Department of Parks & Recreation
Agana, Guam 96919
(671) 477-9620

Attachment 4

MEMORANDUM OF UNDERSTANDING

A4.1. Memorandum of Understanding (MOU) With Local Civil Authorities (CONUS)

A4.1.1. When an Air Force member dies outside the limits of an Air Force installation, the remains cannot be recovered or transferred from the place of death to some other location by Air Force personnel without the expressed permission of local civil authorities. In order that full accord exists regarding the control of Air Force deaths (disaster and nondisaster) on or off the installation, the mortuary officer ensures that a current effective MOU is established between the Air Force installation and the medical examiner or county coroner and local law enforcement authorities as deemed appropriate. The MOU's provisions are negotiated in the best interest of the Air Force to the extent possible.

A4.1.2. The MOU includes, but is not limited to, the following items:

A4.1.2.1. Search and recovery of remains.

A4.1.2.2. Identification and pathological examinations.

A4.1.2.3. Custody of the remains.

A4.1.2.4. Personal property.

A4.1.2.5. Transfer of the remains from the scene or place of death.

A4.1.2.6. Accomplishment of professional services for the medical examiner or coroner by the Air Force or in conjunction with same.

A4.1.2.7. Signing of death certificate.

A4.1.2.8. Issuance of burial and transit permits

A4.1.3. Some states retain concurrent jurisdiction with the United States. In these situations, it is necessary to accomplish the MOU with officials at state level rather than local officials.

A4.1.4. When an MOU is inappropriate or not possible to accomplish, a memorandum for the record is prepared. The document relates the situation, circumstances, and unsuccessful efforts expended. Such official memorandums for the record will suffice in the absence of an MOU.

Attachment 5

GOVERNMENT PURCHASE CARD PAYMENTS

A5.1. Purchases for mortuary supplies and services under $2,500.00 should, when possible, be procured using the Mortuary Affairs Government Purchase Card Account (GPCA). When a contract is in effect, with a pre-negotiated price of over $2,500.00, the use of the GPCA is authorized.

A5.1.1. HQ AFSVA/SVOM maintains two GPCAs for use exclusively by installation Mortuary offices for expenses incident to active duty deaths. The first account may be used upon authorization for burial clothing, accoutrements and mortuary supplies. The second account is for contract funeral home primary expense payments. These accounts are cardless; therefore, authorization letters are used.

A5.1.2. Use of GPCA implies accepted financial pecuniary liability by the user. The GPCA user will ensure regulatory specifications are met before payment is made.

A5.1.3. Ensure contract funeral home ability to accept GPCA for payment.

A5.2. After an initial death message is sent, HQ AFSVA/SVOM will verify the death with DFAS-DE/OCP.

A5.2.1. DFAS-DE/OCP will send an authorization letter with GPCA information. Ensure each account is used for its specific purpose.

A5.2.2. Once purchases are complete send the DFAS-DE/OCP authorization letter with receipts and itemized funeral home bills by fax to HQ AFSVA/SVOM.

A5.2.3. Installations that experience weekend and holiday deaths of active duty personnel which require purchase of burial clothing, accoutrements or payment to contract funeral home, before the next duty day, will be furnished authorization letter by HQ AFSVA/SVOM. Verify decedent's eligibility and contact the HQ AFSVA/SVOM on-call representative.

Attachment 6

ABBREVIATOR WORDS

A6.1. Abbreviator Words for Status of Remains.

A6.1.1. **Deter.** A temporary designation of status of remains. Use this when the reported person is dead, but the Air Force has not made a final determination as to the status of the remains.

A6.1.2. **Unite.** Remains recovered with others but not individually identified. Do not use this designation until remains have been processed by HQ AFSVA/SVOM identification specialists.

A6.1.3. **Hold.** Remains recovered and individually identified, but medical requirements or medical-legal implications temporarily prevent release to the Mortuary Officer.

A6.1.4. **BNR.** Use this designation when, after terminating extensive search and recovery efforts, the Air Force cannot recover the remains.

A6.1.5. **Ready.** Remains are recovered, individually identified, and ready for transportation and disposition as directed by NOK.

A6.1.6. **Extra.** Use this designation when none of the other conditions apply. Examples are burial outside CONUS, as directed by next of kin; contagious disease or other reasons requiring immediate burial at the place of death; or part of group burial.

Attachment 7

QUICK REFERENCE CHART OF AUTHORIZED BENEFITS

Category of Decedent	AF Active Duty Member		Retired/Retained		AF & Other DoD Civil Service Employees		Foreign National TDY	AF Members or DoD Employee Deps Note 16		Retired AF Member	Contract Persons		Indigent Persons	AF ANG Prisoner	Enemy Prisoners & Aliens	US Citizens Overseas Pers	Red Cross Employees
Death Location:	CONUS	Overseas	CONUS Note 16	Overseas Note 16	TDY CONUS	Overseas		CONUS	Overseas	CONUS Mil Hospital	CONUS	Overseas	(Note 1)		(Note 1)	(Note 2)	Overseas
Benefit	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1.Receipt & Identification of Remains	04MC59	04MO59	04MC59	04MO59	04CC59	04CO59	04CO59	Note 17	04DO59	N/A	Note 3	Note 3	04IP59	04MP59	04EP59	04RR59	Employee-04CO59 Deps-04DO59
2.Communications	04MC49	04MO49	04MC49	04MO49	04CC49	04CO49	04CO49	04DC49	04DO49	N/A	Note 3	Note 3	No	04MP49	No	No	Employee-04CO49 Depn-04DO49
3.Mortuary Services & Supplies: AF-provided	04MC59	O&M	04MC59	O&M	04CC59 Note 4	O&M	04CO59	No	(Note 2)	No	Note 3	Note 3	04IP59	04MP59	04EP59	04RR59	Employee-04CO59 Depn-Note 2
4.Primary (preparation) Expenses-NOK Arranges for	04MC59	04MO59	04MC59	O&M	04CC59 Note 4	No	No	No	No	No	Note 3	Note 3	No	04MP59	No	No	No
5.APOD Services & Supplies	04MC59	04MO59	04MC59	04MO59	No	04CO59	04CO59		Note 3	No	Note 3	Note 3	No	04MP59	No	04RR59	Employee-04CO59 Deps-Note 2
6.Cremation (ind urn)	04MC59	04MO59	04MC59	04MO59	04CC59 Note 4	04CO59	04CO59	No	Note 2	No	Note 3	Note 3	No	04MP59	No	04RR59	Employee-04CO59 Depn-Note 2
7.Transport of Remains (commercial) includes outer case	04MC46	04MO46	04MC46	04MO46	04CC46 Notes 12 & 13	04CO46 Notes 12 & 13	04CO46 Notes 12 & 13	04DC46 Notes 12 & 13	04DO46 Notes 12 & 13	04RH46 Notes 13 & 15	Notes 3, 12 & 13	Notes 3, 12 & 13	04IP59	04MP46	04EP59	No	No
8.Transport of Remains via ASIF (TAC=9*42)*=17	No	04MO45	NO	04MO45	04CC45	04CO45	04CO45	No	04DO45	No	Note 3	Note 3	04IP59	04MP45	04EP59	Note 5	Employee-04CO45 Deps-04CO45

9.Transported Next of Kin	04MC48 Note 15	04MO48 Note 15	No	No	Note 6	Note 6	No	No	No	No	Notes 3 & 6	Notes 3 &6	No	No	No	No	No
10.Escorts Du Deceased Members	04MC40	04MO40	04MC40	04MO10	No	No	No	No	No	No	No	No	No	No	No	No	No
11.Flags & Cases Authorized	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No	Yes	No	No	No
12.Interment In Govt Cemetery authorized?	Yes Note 9	yes	Yes	Yes	Yes Note 8	Yes Note 8	No	Mbr Depn Yes (Note 9) Emp Dep (Note 8 or 9)	Mbr Depn Yes (Note 9) Emp Depn (Note 8 or 9)	Yes	Yes Note 8	Yes Note 8	Yes Notes 8 & 10	No	No	No	Employee-Note 8 Depn-Note 9
13.Secondary (Burial) Expenses	04MC59	04MO59	04MC58	04MO59	No	No	No	No	No	No	No	No	04IP59	04MP59	No	No	No
14.Memorial Service Expense	04MC59	04MO59	N/A	N/A	No	No	No	No	No	No	No	No	No	No	No	No	No
15.Headstone or Marker authorized?	Yes	Yes	Yes	Yes	Yes Note 8	Yes Note 8	No	Yes See 12 above	Yes See 12 above	Yes	Yes Note 8	Yes Note 8	Yes Notes 8 & 10	No	No	No	Employee-Note 8 Depn-Note 9 also, 12 above
16.Replenishment of Supplies and Equipment (Note 13)	Yes	Yes	Yes	Yes	Yes Note 8	Yes Note 8	No	Yes, see 12 above	Yes, see 12 above	Yes	Yes Note 8	Yes Note 8	Yes Notes 8 & 10	No	No	No	Employee-Note 8 Depn-Note 9 Also, 12 above
17.Return of Transfer Cases		04MO45	N/A	04MO45				N/A	Yes 04DO45								
18.Cleaning & Dry Cleaning	04MC59	04MO59	04MC59	04MO59	04CC59	04CO59	04CO59	No	No	No	Note 3	Note 3	04IP59	04MP59	04EP59	04MR59	Employee-CO59 Depn-No

NOTES:

1. As directed by HQ AFSVA/SVOM
2. Provided on a reimbursable basis.
3. Based on contract provisions, either reimbursed by contractor or Air Force expense.
4. Cost of these items (excluding outer case) may not exceed $250.
5. Nongovernment cargo may be shipped on DoD aircraft on a reimbursable basis

when State Dept request is approved by Secretary of Defense (see para **5.5.**)

6. Applies only to cases where remains are interred in a group burial.
7. An AFROTC membership applicant is not eligible for burial in a government cemetery.
8. If a veteran and honorably separated from military service, to include VA headstone or marker
9. Wife, husband, widow, widower, minor child, and, in certain instances, an unmarried adult child. (interment only).
10. May be interred in a base cemetery.
11. Advance approval from HQ AFSVA/SVOM required prior to procurement.
12. An outer case for transportation (to include sealing of case when required) is authorized as part of transportation expenses.
13. An escort is not authorized.
14. Restricted to CONUS APOD.
15. See **2.5.1.** and 4.2 for eligibility criteria
16. DoD employee dependents have no mortuary entitlements when death occurs in CONUS

Eligibility Codes:

The codes listed below correspond with those indicated in columns A through P in this figure.

MO-Military personnel overseas (includes Alaska and Hawaii)

MC-Military personnel CONUS

MR-Repatriated remains of military personnel.

AC-Accepted applicants.

CC-Civilian employees-permanent duty station in CONUS.

CO-Civilian employees-permanent duty station overseas (includes foreign nationals employed by Air Force appropriated funds)

CE-Contractor Engineering and Technical Services Personnel.

DC-Dependents in CONUS.

DO-Dependents overseas.

RR- US Citizens overseas.

IP-Indigent persons and unclaimed remains

RH-Retired Air Force member who dies in CONUS military hospital.

MP-military prisoners other than POWs and internees

EP-Enemy prisoners and aliens.

Attachment 8

SUGGESTED HONOR GUARD RECOGNITION PROGRAMS

A8.1. Provide special "honor guard" identification or distinctive stickers for display on a member's car at official functions.

A8.2. Ask supervisors to allow compensatory time for official honor guard details that occur during a member's scheduled off-duty hours.

A8.3. Try to exempt members from base roster duties. NOTE: May or may not be applicable to ARC member.

A8.4. Institute an Honor Guard Member of the Month, Quarter and Year Recognition Program.

A8.5. Allow a distinguished honor guard member to accompany the installation commander on a base inspection.

A8.6. Present plaques or trophies to outstanding members during a base-wide ceremony.

A8.7. Establish an award for "most improved" honor guard member.

A8.8. Hold a graduation ceremony for honor guard trainees and ask the installation commander to present award certificates.

A8.9. Hold a quarterly barbecue or picnic attended by the installation commander.

A8.10. Recognize "all-around" honor guard members, who demonstrate proficiency in all honors elements.

A8.11. Set up a promotion system based on specific responsibilities within the honor guard.

A8.12. Take an honor guard photograph with the installation commander once or twice a year.

A8.13. Include spouses in events and awards, when possible.

A8.14. Give special publicity to members and the honor guard program in the installation newspaper.

A8.15. Give desk sets or similar quality awards to deserving members.

A8.16. Consider exemplary honor guard members for Achievement Medal.

Attachment 9

AIR RESERVE COMPONENTS SUPPORT OF ACTIVE DUTY HONOR GUARD TEAM FOR MILITARY FUNERAL HONORS SUPPORT

A9.1. Introduction. The active duty installation responsible for military honors, as designated by Air Force Mortuary Affairs, determines honor guard manpower requirements based on historical data (AF Form 1946, **Honor Guard Checklist**) for their area of responsibility (AOR). If there are not enough volunteers to meet the requirement, a quota system per assigned organizations may be established. If the quota system does not provide the required number of personnel to meet the HQ requirements, then ARC augmentation may be needed to fulfill the requirement.

A9.2. ARC Augmentation Procedures. If ARC augmentation is needed, the following procedures will be used:

A9.2.1. **The Active Duty Installation Services Commander/Division Chief.**

A9.2.1.1. Requests approval from respective MAJCOM/SV to use ARC augmentation for military funeral honors, and the number of augmentees needed to successfully meet funeral taskings.

A9.2.1.2. After MAJCOM approval is obtained, contacts ARC Support Group commander(s) to establish memorandum of understanding MOU(s) and solicit volunteers. (Figure 8.1. for sample MOA.) ***NOTE:*** Funding of ARC volunteer uniforms is the responsibility of the ARC organization. A commitment of funds to purchase uniforms must be obtained from the ARC organization before ARC volunteers are trained.

A9.2.1.3. Approves all potential volunteers to ensure that they meet AFI 40-502, The Weight Management Program, and AFI 36-2903, *Dress and Personal Appearance of Personnel, Standards*.

A9.2.1.4. Approves the use of ARC volunteers outside the commuting distance, and agrees to fund travel and per diem as required.

A9.2.1.5. Determines training required for ARC volunteers to become proficient in military funeral honor execution (normally 40 hours), and the number of MPA man-days required for actual program execution. (Example: 10 volunteers x 5 man-days = 50 MPA man-days; Execution: 10 volunteers x 24 funeral taskings/man-days = 240 MPA man-days--total requirement = 290 MPA man-days).

A9.2.1.6. Forwards request for required MPA man-day support to your MAJCOM/SVX. MAJCOM/SVX will forward MAJCOM consolidated requirements to AFSVA/CCR with info copy to HQ AFRC/SVP, ANG/SVX. Provides appropriate justification to validate the request, e.g., MAJCOM approval letter, copy of MOU, List of ARC volunteers to include personal data (SSN, PAS Code, unit of assignment, unit POC). (Sample format provided with in **Attachment 10**).

A9.2.2. **HQ AFSVA/CCR.**

A9.2.2.1. Allocates training and execution MPA man-days by separate message. For program execution the MPA man-days will be bulk allocated per quarter.

NOTE: Once the ARC augmentation program has been established for an installation, requests for additional MPA man-days do not need to be processed through MAJCOM/SV, only info copies need to be pro-

vided. However, if additional ARC volunteers are required, the base honor guard commander works directly with the local ARC commander(s) to obtain the shortfall, and notifies MAJCOM/SV, HQ AFRC/SV, ANG/SVX and HQ AFSVA/CCR. MPA man-day requests must be sent to AFSVA/CCR by the active duty honor guard commander. ARC units shall not submit MPA man-day requests.

A9.3. Man Day Allocation and Travel. Once ARC augmentation is approved, HQ AFSVA/CCR will allocate MPA man-days directly to each ARC volunteer's unit of assignment with info copy to requesting base HG/CC, MAJCOM/SV, HQ AFRC/SV, ANG/SVX, and ANG/TAG. *NOTE:* ARC HG members must be placed on active duty MPA man-day orders prior to performance of military funeral honors.

A9.3.1. The volunteer's unit will process MPA man-day orders. (AF 938, **Request and Authorization for Active Duty Training/ Active Duty Tour**) or computer generated form. A copy of each order processed will be forwarded to HQ AFSVA/CCR, 10100 Reunion Place, Suite 401, San Antonio TX 78216-4138. Orders are normally processed for the number of days to meet scheduled funerals. The exception would be consecutive orders for individuals outside the commuting area.

A9.3.2. For HG TDYs outside the commuting distance a DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**, should be published for ARC HG members by the active duty HG organization. Travel and per diem is the responsibility of the active duty installation/organization. (*NOTE:* ARC members must be on man-day orders to perform TDY travel on the DD 1610.

A9.4. Factors To Consider for ARC Volunteers. The following factors come into play when soliciting ARC volunteers:

A9.4.1. All actions shall be coordinated through the ARC Support Group Commander(s). It is the responsibility of the ARC/CC, or his/her designated OPR, to contact the potential volunteers and their organizations. The active duty HG/CC shall not work directly with individual volunteers without prior approval of ARC SPTG/CC.

A9.4.2. Availability of ARC volunteers should be considered, on a daily basis, i.e. are they able to respond to HG taskings on short notice.

A9.4.3. Are ARC volunteers located within the commuting distance. If ARC augmentees are solicited from outside the commuting distance, travel and per diem must be paid by the active duty installation. (This includes initial and additional training periods that are required to become and remain proficient.)

A9.4.4. ARC individuals are authorized up to 139 MPA man-days per fiscal year. Waivers to exceed the 139 day limitation must be submitted by the ARC honor guard with justification and coordinated through the active duty honor guard to AFSVA/CCR (with information copy to respective ARC headquarters) who then forwards the request to HQ USAF/DPPR for approval.

A9.4.5. ARC members must perform annual tours, unit training assemblies, and other required reserve/guard training. In addition, they may be activated for military necessity in support of real world situations.

A9.5. Performance Ready. Once training has been accomplished the active duty honor guard notifies ARC Commander(s) of individual(s) selected and identifies uniform requirements.

A9.5.1. ARC organization provides funding required to purchase honor guard uniforms for their member(s).

A9.5.2. The honor guard Commander maintains a list of performance ready (trained, uniformed, equipped) honor guard members. For ARC augmentees, coordinates list for IMAs with the ARC unit POC and/or Base Individual Mobilization Augmentee Administrator (BIMAA) manager monthly.

A9.6. When ARC Personnel Are Needed. The active duty HG Commander notifies the ARC HG POC when ARC personnel are required to meet funeral taskings and the number of ARC personnel needed to perform the detail.

A9.6.1. The ARC POC in turn contacts performance ready ARC members to determine availability to assist the active duty HG. Once the required number is obtained, the assigned unit is notified to cut orders. When placed on orders for MPA man-day support, the ARC member(s) report directly to the active duty HG commander.

A9.6.2. The active duty HG commander/OIC/NCOIC must certify the MPA order upon completion of the tour.

A9.7. Operational Instruction (OI). The active duty HG shall established an OI to cover active duty and ARC augmentees. The following items shall be included in the OI:

A9.7.1. Requirements for membership

A9.7.2. Attendance requirements

A9.7.3. Duty commitment

A9.7.4. Military funeral honors

A9.7.5. Special functions

A9.7.6. Penalties for violation of honor guard standards

A9.7.7. Termination/Reinstatement procedures

A9.7.8. Deployments

A9.7.9. Honor Guard Uniforms

A9.7.10. Proper wear of uniforms

A9.7.11. Inspections

A9.7.12. Issued items

A9.7.13. Individual responsibilities

A9.7.14. Awards/Recognition

A9.8. Geographically Separated Unit (GSU) Participation. Due to military drawdowns and forced closures, many active duty honor guard teams are required to cover extremely large AORs. ARC augmentation may be required to successfully fulfill military funeral honor taskings. The following procedures will be used for GSU ARC augmentation:

A9.8.1. Obtain permission from MAJCOM/SVX to use ARC augmentation as prescribed above. Indicate that GSU ARC support will be required to meet AOR funeral honor taskings. Once MAJCOM approval has been obtained, forward written request for GSU HG support to ARC installation commander(s).

A9.8.2. If the requested support can be provided, a MOU must be established between the active duty installation HG commander and the ARC Support Group/CC. The MOU must include how ARC augmentation will be provided, e.g. how training will be accomplished, how uniforms will be obtained, location of ARC weapons storage, how funeral taskings will be met, etc. The MOU must be approved by AFRC/SVP for Reserve augmentation and ANG/SVX for Guard participation before augmentation is authorized.

A9.8.3. Once approval has been obtained, training may be accomplished at either the GSU or at the active duty installation responsible for the AOR. Training is the responsibility of the active duty HG commander. ARC augmentees must be declared performance ready by the active duty HG commander prior to being placed as an augmentee on the active duty HG team. .

NOTE: The active duty HG designated by Air Force Mortuary Affairs retains responsibility and control of military funeral honors within their respective AOR. ARC augmentees must be a member of the respective active duty HG team to perform military funeral honors. At no time does program responsibility shift to GSU ARC installations or ARC HG teams/members. Funeral taskings, and required documentation, will be accomplished by the responsible active duty HG commander.

A9.8.4. MPA man-days are obtained, orders accomplished, and ARC volunteer lists maintained in the same manner as prescribed above.

A9.8.5. All requests for military funeral honors within the AOR will be directed through the active duty HG commander. This includes requests sent to ARC installations.

A9.9. Approval Authority for Deviation From Policy. Any deviation from this policy requires the prior approval of the respective ARC headquarters. POC for the Guard is ANG/SVX, DSN 278-8177; Air Force Reserve Command POC is HQ AFRC/SVP, DSN 497-0215.

Attachment 10

REQUEST FOR MILITARY HONORS MPA MAN-DAY SUPPORT

A10.1. Man Day Requests. Submit requests by message to (HQ AFSVA Randolph AFB TX//CCR//), or memorandum (HQ AFSVA/CCR, 10100 Reunion Place, Suite 500, San Antonio TX 78216-4138)

A10.2. Required Information. PART 1 - Information required for initial request includes:

A10.2.1. **Requesting Installation.**

A10.2.2. **Requesting MAJCOM** .

A10.2.3. **Man days programmed.** (Was this requirement included in the MAJCOM annual MPA budget submittal to HQ AFSVA/CCR)

A10.2.4. **Purpose.** Describe the type of support that is to be provided.

A10.2.5. **Justification.** A statement indicating that the MAJCOM requesting support is unable to meet the requirement with active duty personnel, either within respective command or from other MAJCOMs.

A10.2.6. **Location.**

A10.2.7. **Length of tour** . Indicate the number of days required for training and honors or honors execution.

A10.2.8. **Number of personnel** . Provide required number of days per person, name, SSN, unit of assignment, PAS code, and unit POC for each individual.

A10.2.9. **Travel and per diem funds.** When using MPA man-days, the organization or MAJCOM being supported will provide the travel and per diem funds, regardless of whether the individuals live inside or outside commuting distance of the TDY location.

NOTE: ARC individuals using MPA man-days are in a "voluntary status." Tours can be terminated at any time for just cause, i.e., requested support is no longer required, mission is complete or individual's performance dictates curtailment of tour.

Attachment 11

NOK BRIEFING GUIDE FOR ACTIVE DUTY DEATHS

A11.1. Contact the primary NOK authorized to direct disposition of the remains.

A11.1.1. Inform the person who you are and that you, and your staff , will assist in mortuary matters for care and disposition of the remains, travel arrangements and personal property.

A11.1.2. Make an appointment to visit (if in local area).

A11.1.3. If calling to a distant location, ask the person if they feel up to talking at this time.

A11.1.4. Stress they need to take no action at this time, not until you have advised them of all entitlements.

A11.1.5. Tell them where the remains are presently located and what is occurring at this time.

A11.2. Explain to the NOK that you will be discussing a number of items. However, the <u>only</u> thing we'll need to know right away is whether the NOK wants the Air Force to provide contract mortuary services or whether NOK wishes to make those arrangements. The only reason we need to know this now is to preclude any further delay in embalming.

A11.3. Advise the NOK that:

A11.3.1. The Air Force can accomplish removal of the remains, and move to a funeral home under Air Force contract.

A11.3.2. Services and supplies provided by contract to the Air Force, at no expense to the NOK are:

A11.3.2.1. Complete preparation (embalming).

A11.3.2.2. Dressing in the blue service dress uniform (or other clothing if directed by the NOK)

A11.3.2.3. Cosmetizing.

A11.3.2.4. Casketing of remains. Show the NOK photographs of the caskets they may select. They include the following:

A11.3.2.4.1. An 18 gauge metal sealer casket with a silver to gray (silvertone) finish and a white crepe interior.

A11.3.2.4.2. A solid hardwood casket with a walnut finish and a rosetan crepe interior.

NOTE: In the event the remains are not viewable, cannot be dressed, and/or must be wrapped, the casket used must be the 18 gauge metal sealer casket.

A11.3.3. Air Force arrange any necessary air shipment for the remains.

A11.3.4. Air Force pays for all of the transportation of the remains, with escort.

A11.4. If desired, NOK may make his or her own arrangements for the above items.

A11.4.1. Whatever the expense the NOK incurs for this, point out that the Air Force will reimburse him or her an amount not to exceed $1750.00 or contract cost. Any expenditures exceeding this amount, the NOK must defray from personal funds.

A11.5. With regard to visitations, funeral and interment services, the NOK may elect one of the following options:

A11.5.1. Consigned to a funeral home selected by the NOK for desired visitations and services, followed by interment in a private cemetery. (You make arrangements).

A11.5.1.1. Allowance not to exceed $_____ (enter current entitlement).

A11.5.2. Consigned to a funeral home selected by the NOK for desired visitations and services, followed by interment in a government cemetery.

A11.5.2.1. Allowance not to exceed $_____.

A11.5.3. Remains consigned directly to a government cemetery.

A11.5.3.1. NOK may receive an allowance not to exceed $_____.

A11.6. Clothing.

A11.6.1. If you know the remains are mutilated, tell the NOK tactfully that dressing is not possible.

A11.6.1.1. Remains will be carefully and properly wrapped. Outer covering will be the olive drab (OD) green, military blanket. Uniform will then be placed on top of the remains.

A11.6.2. Normally, remains will be dressed in the blue service dress uniform unless the NOK requests other clothing.

A11.7. Religious services:

A11.7.1. By an Air Force chaplain, or by a clergyman of the NOK's choice.

A11.7.2. Ask NOK not to set a specific time for services until we inform them of itinerary for transportation.

A11.8. Military Honors will be furnished if possible. (Flyover if authorized. See **Chapter 8**).

A11.9. A US flag(s) will drape the casket and a flag case(s) will be provided, as appropriate.

A11.10. Government (VA) will furnish a grave marker, if requested by the NOK.

A11.11. NOK may request a special escort or an escort will be assigned.

A11.11.1. Special escort determined by availability. Advise NOK that shipment may be delayed if special escort must come from a distance.

A11.12. Transportation by common carrier.

A11.13. Personal property and effects.

A11.13.1. Summary Court Officer is appointed to collect, safeguard, inventory, pack and ship the property.

A11.14. NOK is entitled to round trip travel to attend the funeral (**Chapter 5**).

A11.14.1. Need names and SSANs for invitational travel orders.

A11.15. Ask if NOK has any special requests regarding burial.

A11.16. Remember: All we really need to know at this time, is if the NOK wants the Air Force to provide contract mortuary services, or if the NOK will handle those arrangements. The only reason we should know now is to preclude any further delay in accomplishing the embalming of the remains.

Attachment 12

INSTRUCTIONS FOR COMPLETING AF FORM 697 IDENTIFICATION FINDINGS AND CONCLUSIONS

A12.1. Section I Remains

A12.1.1. **Evacuation Number:** Evacuation Number: Enter appropriate recovery number (i.e., X-1) if remains are intact. If remains are dismembered enter X-recovery numbers as applicable (i.e., X-1, X-5). For fragmented remains enter "See Attached List."

A12.1.2. **Place of Recovery** : Enter precise accident location (i.e., 4 miles SW of State Road 68, Dade County FL).

A12.1.3. **Dates(s) of Processing** : Enter exact dates remains were processed (i.e., 5-7 Jun 1999).

A12.2. Section II Record of Identification Procedures

A12.2.1. **Anatomical Chart** : Show detailed analysis on chart (i.e., burned, crushed, missing or fracture).

A12.2.2. **Physical Characteristics** : If known, self-explanatory (i.e., Height-Ante Mortem – 5'9" and Post Mortem -5'9").

A12.2.3. **Describe: (Clothing, Jewelry, Insignia, etc. on/or with the remains)** Self-explanatory (i.e., remnant of sock on right foot, remnant of plaid boxer shorts entwined in tissue).

A12.2.4. **Scars or Other Body Marks** : Enter physical characteristics such as surgical scars and tattoos (i.e., tattoo-eagle on right upper arm).

A12.2.5. **Remarks concerning processing (Describe conditions of remains, i.e., mu tilated, dismemberment, commingled, burned and/or decomposed**). (i.e., Remains present for examination are those of a Caucasian male with the following: multiple skull fractures, dentition present, mid shaft fracture of right humerus, fracture of distal right radius and ulna, traumatic amputation of left distal radius, ulna and hand..) or (i.e., Total body fragmentation – see attached list).

A12.3. Section III Findings and Conclusions

A12.3.1. **Name, grade, SSAN and Service** : Self-explanatory (i.e., John Doe, Major, 123-45-6789, USAF).

A12.3.2. **Identification Criteria (Check appropriate block(s)**): Check manner of identification (i.e., Fingerprints, Dental Characteristics, Physical Characteristics or Other (Explain) i.e., DNA).

A12.3.3. **Narrative Statement** (include sufficient information to support the findings and conclusions: i.e., primary and secondary means of identification. Where applicable, include statement that identifying media for the remains does, or does not compare favorably with that for any, or other deceased personnel involved.) See examples.

(i.e., Primary Means of Identification) Postmortem fingerprint of x-15 (left hand) taken 5 Jun 99 is consistent with antemortem fingerprints recorded on DD Form 1833, ISOPREP for Doe, John (NMI) 123-45-6789 prepared 970504.

Postmortem radiograph of X-14 (facial tissue with teeth #18 and #19) is consistent with antemortem panorex for Doe, John, 123-45-6789 dated 26 Mar 87.

DNA profiles from specimen X-1 (portion of pelvis with muscle) and specimen X-10 (head of femur with muscle) is consistent with the DNA profile obtained from the bloodstain reference card for John Doe.

(i.e., Secondary Means of Identification) Physical Characteristics: male, caucasian are consistent with SF 88, Report of Medical Examination dated 23 Feb 95 for Doe, John (NMI), 123-45-6789

(i.e., Conclusion) The recovered fragmented remains are those of Major John Doe, USAF, 123-45-6789.

A12.4. Section IV Recommendation and Approval

A12.4.1. **I recommend that remains designated evacuation number** : Enter X appropriate recovery number (i.e., X-1), enter recovery numbers as applicable (i.e., X-1, X-5), or for fragmented remains enter "See Attached List." **be identified as:** Enter individuals name (i.e., John Doe).

A12.4.2. **Signatures.** Self-explanatory.

A12.5. Sample narrative for recovered portions of dismembered or fragmented remains. (i.e., of dismembered portion: X-15 – left distal radius and ulna and hand with multiple lacerations).

(i.e., of recovered fragmented remains:

X-15 – left distal radius and ulna and hand with lacerations

X-19 – proximal right femur to include head, greater and lesser trochanters,

six inches of shaft

X-20 – thumb of left hand

X-35 – caucasian epidermis with dark scalp hair, right ear and portion of back

(7" x 10") (wt – 70 grams)

A12.6. For assistance in completion of the AF Form 697, Identification Findings and Conclusions, contact HQ AFSVA/SVOM, Technical and Identification Branch, by calling toll free 1-800-521-5803, 24 hours a day.

Attachment 13

IC 2001-1 TO AFI 34-242, MORTUARY AFFAIRS PROGRAM

8 FEBRUARY 2001

SUMMARY OF REVISIONS

This change will clarify the ineligibility of certain persons for burial in Government cemeteries and when the ineligibility issue will be addressed. A bar (|) indicates revisions from the previous edition.

9.2.5. The following persons are ineligible for interment (advise the NOK of the applicable provision below only if file facts indicate its potential application and the NOK indicate a desire for interment).

9.2.5.6. By law (38 USC 2411), a person otherwise eligible for burial in a National Cemetery who is convicted of a Federal (includes military) or state capital crime for which he or she was sentenced to death or life imprisonment or found by the Secretary of Veterans Affairs (Secretary of the Army in the case of Arlington National Cemetery) to have committed such a capital crime but not convicted due to death or flight before trial. Specific details regarding this matter are available at "**http//www.cem.va.gov**"."

Attachment 14 (Added-MACDILL)

MACDILL AFB HONOR GUARD MANNING QUOTA*

ORGANIZATION	ANNUAL QUOTA
MEDICAL GROUP	**9**
MDOS	4
MDSS	3
AMDS	1
DS	1
MISSION SUPPORT GROUP	**16**
CS	6
SVS	2
MSS	1
CES	0
SFS	0
LRS	6
CONS	1
MAINTENANCE GROUP	**8**
MXS	3
MOS	1
AMXS	4
OPERATIONS GROUP	**2**
91 ARS	1
OSS	1
310 AS	0
AIR MOBILITY WING	**2**
AMW	1
CPTS	1
TOTAL	**37**

*Reviewed annually by 6 SVS/CC and subject to change.

Attachment 15 (Added-MACDILL)

SUGGESTED LIST OF QUALIFICATIONS FOR POTENTIAL HONOR GUARD MEMBERS

A15.1. (Added-MACDILL) Adherence to AFI 36-2903.

A15.2. (Added-MACDILL) No Unfavorable Information File or Unit Control Roster.

A15.3. (Added-MACDILL) No Weight Management Program.

A15.4. (Added-MACDILL) No profiles.

A15.5. (Added-MACDILL) Qualified on the M-15.

A15.6. (Added-MACDILL) Able to lift and carry a minimum of 60 lbs. No physical profiles or history of physical limitations that prohibit lifting heavy weights or standing or walking for long periods. Additionally, females who are pregnant should not be assigned to the Honor Guard due to the lengthy recovery and retraining period involved. Females who become pregnant after assignment must be replaced.

A15.7. (Added-MACDILL) Cannot be going permanent change of station within the next 12 months.

A15.8. (Added-MACDILL) Must work well with others.

A15.9. (Added-MACDILL) After initial training must be able to perform Honor Guard duties for a minimum of 12 months.

A15.10. (Added-MACDILL) Must have a valid driver's license.

A15.11. (Added-MACDILL) Must have a telephone or other method of being contacted.

A15.12. (Added-MACDILL) Must be able to work weekends.

A15.13. (Added-MACDILL) If doing Career Development Course, must be progressing satisfactorily.

A15.14. (Added-MACDILL) Must be able to perform in or around funeral homes or cemeteries.

A15.15. (Added-MACDILL) Shift work must not interfere with ability to perform Honor Guard duties.