

FUNERAL FLYOVERS - (see *AIR FORCE INSTRUCTION 11-209*) – Guides and References

Request procedure/approval levels/follow up

1. FAMILY/REPRESENTATIVE - CONTACT FUNERAL HONORS

AR ARNG State Coordinator: Mrs Venetta Bloom

Office: **501-212-5979**

Cell: **501-213-8241**

Toll Free: **866-280-7542**

2. FAMILY/REPRESENTATIVE- CONTACT MORTUARY AFFAIRS (see *AIR FORCE INSTRUCTION 34-242*)

Note: Mortuary Affairs handles processing of all funeral flyover requests -

LRAFB Mortuary Affairs

Office: **501-987-6371**

a. **Eligibility:** (AFI 11-209)

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

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

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

3.6.2.3.1.3. Dignitaries of the Armed Forces and federal government. HQ USAF/A3O has the authority to designate Dignitaries of the Armed Forces; requests with full justification must be made through the MAJCOM staff to HQ AF/A3OO.

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

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

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

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

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

b. **EXCEPTIONS:** (for example – former TAG's would be an exception)

3.6.2.3.5. Exceptions-to-Policy. Servicing base Mortuary Affairs initiates requests for exceptions to funeral and memorial service policy and staffs the request through MAJCOMs to HQ USAF/A3OO.

Requests that are handled directly by Air Force Mortuary Affairs are staffed to HQ USAF/A3OO.

Exceptions-to-policy are based on appropriate use of limited resources, and are typically considered only for service marked by valor or heroism, or has significantly impacted the aviation community or aviation

history. ETP requests must reach HQ USAF AF/ A300 at least 5 working days prior to the event. HQ USAF/A300 will coordinate a package for HQ USAF/CVA decision.

Include the following in the request:

- 3.6.2.3.5.1. DD Form 214, **Certificate of Release or Discharge from Active Duty**, or similar discharge documentation recording the individual's honorable discharge, rank, and decorations.
- 3.6.2.3.5.2. A letter from the next of kin or the person acting on their behalf requesting the flyover.
- 3.6.2.3.5.3. A biography of the individual's service. Include commands and significant acts or service to the Air Force and the country.

ALSO INCLUDE for EXCEPTIONS: LETTERS OF ENDORSEMENT FROM TAG AND/OR DAG and wing commander that has volunteered to support (*see examples included in folder*) – send to Mortuary Affairs office asap to help push thru request.

3. APPROVAL LEVEL

- a. ANG AIRCRAFT: Funeral/Memorial flyovers using ANG aircraft must be approved by AF-A3 (afa3o-aoba.workflow@pentagon.af.mil).*
- b. ARNG AIRCRAFT: Funeral/memorial flyovers utilizing ARNG aircraft **can be approved by TAG.***
- c. **Matrix for approval (AFI11-209_ANGSUP 6 MARCH 2008 Atch 2):**

<i>Event</i>	<i>Approval</i>	<i>Level</i>	
<u>Support</u>	<u>Event</u>	<u>Participation</u>	<u>Refs</u>
Funeral or			3.6.2.3 &
Memorial (Eligible)	Mortuary Affairs	MAJCOM	4.2.3

4. *MISSING MAN FORMATION:

3.6.2.4. **Missing Man Formation.** The missing man formation is a flyover reserved for appropriate occasions and is employed **only** on those occasions when the theme is solemn and commemorative. This formation may be flown for any funeral or memorial approved IAW this AFI or to support commemorative events on the following Patriotic Holidays: 1) Memorial Day, 2) National POW/MIA Day, and 3) Veterans Day. When the missing man formation is flown on a Patriotic Holiday, the commemorative event, which the formation supports, may not be held in conjunction with another event such as an airshow or sporting event. All other uses of the missing man formation require the approval of MAJCOM/A3 (cannot be delegated).

- 5. FOLLOW UP: once wing has volunteered to support flyover, representative needs to go online to SAF PA website to volunteer <http://www.airshows.pa.hq.af.mil/PublicSite/Index.cfm?fwa=home> Then contact ARNG Public Affairs Office at 501-212-2-5021 to request approval on SAF PA site.