

ARNG Military Funeral **Honors Handbook**

Program Policies, Practices, SOPs, and Program Administration



9 June 2015

*The MFH Handbook contains information
pertaining to ARNG guidance, MFH operations,
program management and program structure.*

This document supersedes 11 November 2010 edition.

History

This revision is the first complete revision since 2010. This revised handbook provides program management practices, updated policies and precedes the revision and modernization of the MFH Database application.

Summary

This publication prescribes the Army National Guard (ARNG) Military Funeral Honors (MFH) policies, criteria, processes, procedures and responsibilities for administration of the MFH program at the NGB and State levels.

Applicability

This publication applies to military and civilians assigned to support the Army National Guard (ARNG) and Army National Guard of the United States (ARNGUS) when not in the service of the United States. Certain provisions of this publication may continue in effect after individuals and units are called into active Federal service (AFS) as may be stated in the call, order, or administrative instructions of the Department of the Army.

Proponent and exception authority

The proponent of this regulation is the NGB-G1-HRS Division. The proponent has the authority to approve exceptions to this information that are consistent with controlling policies, laws, and regulations.

Table of Contents

Chapter 1 - Introduction

Purpose, 1-1
Mission Statement, 1-2
References, 1-3
Equal Opportunity, 1-4

Chapter 2 – Military Funeral Honors Program Policy

MFH Program Policy, 2-1
ARNG MFH Goal and Objectives, 2-2
Emphasis on MFH Program Efficiency, 2-3
Fiscal Performance Standards, 2-4
Operational Policy Baseline, 2-5

Chapter 3 – ARNG Program Management

Management Decision Package (MDEP), 3-1
Budget Management, 3-2
Personnel Management, 3-3
Other Branch of Service Process, 3-4
Use of Veteran Service Organizations, 3-5

Chapter 4- Roles and Responsibilities

MFH Program Roles and Responsibilities, 4-1
Provided Manpower, 4-2
State Roles and Responsibilities, 4-3
Contracted State Coordinator, 4-4
Funeral Honors Technician, 4-5
Honor Guard NCOIC, 4-6
Area Coordinator, 4-7
Team Leader (Detail Leader), 4-8
Honor Guard Members, 4-9

Chapter 5- Training

Honor Guard SOP/Training Handbook, 5-1
ARNG Honor Guard Training Course, 5-2
State Training Requirement 5-3
Training Records, 5-4
Area Coordinators, 5-5
VSO training, 5-6

Chapter 6 – Eligibility for Military Funeral Honors (MFH)

Eligibility Criteria, 6-1

Chapter 7 – Documentation of Military Service

Funeral Directors, 7-1
Website to locate Docs for verification of service, 7-2

Chapter 8 – Military Funeral Honors Requirements

Two-Soldier Detail, 8-1

Nine-Soldier Detail, 8-2

Full Military Honors, 8-3

Chapter 9 – Funeral Request Processing, Database Entry, and Reporting Procedures

MFH Program Funeral Honor Request Form, 9-1

Team Assignment, 9-2

Military Funeral Honors Database, 9-3

Chapter 10 – Mission Preparation/Execution

Upon receipt of Mission, Prior to Departure from Office/Armory, 10-1

Arrival at Gravesite or Specified Service Location, 10-2

Upon Completion of the Mission, 10-3

Chapter 11 – Honor Guard Leave/Pass/Sick Policy

Purpose, 11-1

Authority, 11-2

Leave Accrual and Leave Program, 11-3

Emergency Leave, 11-4

Passes, 11-5

Sick-in-Quarters, 11-6

Sick-in-Hospital, 11-7

Dependent Illness, 11-8

Chapter 12 – Military Bearing, Appearance and Fitness Standards

Fitness Standards, 12-1

Uniform Dress and Appearance, 12-4

Chapter 13 – Weapons and Ammunition/ Physical Security

Procedures and Responsibilities, 13-1

Chapter 14 – Supplies, Equipment and Funding

Funding, 14-1

Supplies and Equipment, 14-2

Chapter 15 – Transportation and Lodging

GSA Transportation, 15-1

Rental Vehicles, 15-2

Reimbursement of Expenses, 15-3

Chapter 16 – Traditional ARNG Drilling Soldiers

Public Law, 16-1

Honor Guard Member Duty Status, 16-2

Military Retirees, 16-3

Veterans Service Organizations, 16-4

Contract Bugler, 16-5

Appendix A – Reference List

Appendix B – Glossary

Appendix C – Current MDEP (Example Listed)

Appendix D – Authorized Partnership Provider Program

Appendix E – Other Branch of Service Processes

- Guidance
- Quick Reference Processes
- Request Data Form
- Mission Tracking Log

Appendix F – Contract Statement of Work

- Corporate
- State Coordinator

Appendix G – Military Funeral Honor Recruiting Programs

Appendix H – Training Guidance

- Training Model
- Plan of Instruction: Example 40 hour Course
- Test Sequence: Developing Examples
- Training Folder: Minimal Requirements

Appendix I – Awards Program Guidance

Appendix J – Management Control Measures

- Personnel Management
- Resource Management
- Fiscal Stewardship
- Training Oversight
- Operation Procedures

Chapter 1

Introduction

1-1 Purpose

The Military Funeral Honors Handbook outlines, but is not limited to, the basic operation of the Military Funeral Honors (MFH) Program. This handbook prescribes policies, procedures, and responsibilities governing the utilization of Army National Guard (ARNG) resources in accordance with (IAW) the Military Decision Execution Package (MDEP) - Veterans Military Burial Honors (VMBH); in support of eligible Service Members, Retirees, and Veterans. It provides program management and budget guidance for participation in the MFH Program. This handbook also provides the ARNG guidance for the management, administration and execution of Military Funeral Honors operations at the State level and the oversight and leadership roles provided by ARNG G1-HRS Survivor Support Branch.

1-2 Mission Statement

The mission statement for ARNG Military Funeral Honors (MFH) program is to render professional and dignified Military Funeral Honors IAW service tradition, to all eligible Service Members, Retirees, and Veterans when requested by an authorized family member or representative.

The mission of the Army National Guard MFH program is to participate in the US Army Total Force mission to fulfill the Military Funeral Honor mission for the Secretary of the Army across the United States with program execution by State MFH teams. The ARNG will train to NGB approved ARNG National Standard and provide required resources for ARNG manpower to support eligible Veterans, Retirees, and Service Members.

1-3 Selected References

These are the essential references for the ARNG MFH program.

- Public Law 106-398 ~ Section 575, 06 October 2000; The Floyd D. Spence National Defense Authorization Act (NDAA) for Fiscal Year 2001
- Title 10 United States Code (USC) ~ 1491; Funeral Honors Functions at funerals for Veterans
- Title 10 USC ~ 985; Miscellaneous Prohibition and Penalties; Denial of specified burial related benefits
- Title 32 USC ~ 114; National Guard, Funeral honor functions at funerals for Veterans
- Title 32 USC ~ 115; National Guard, Funeral honors duty performed as a Federal function
- Title 38 USC ~ Chapter 23; Veterans Burial Benefits
- DoD Instruction 1300.15, 22 October 2007; Military Funeral Honors Support

- DoD Instruction 7000.14-R ~ VOLUME 9, CHAPTER 4;Transportation Allowances
- Memorandum, Office Secretary of Defense, 10 December 1999; Subject: Military Funeral Support
- DFAS Manual 37-100-15, 08 October 2014; ARNG Operation and Maintenance (2065) Army Management Structure Codes Guidance
- DFAS Manual 37-100-14, 08 October 2014; National Guard Personnel Army (2060) Army Management Structure Codes Guidance
- Army Regulation 600-25, 24 September 2004; Salutes, Honors, and Visits of Courtesy
- Army Regulation 840-10, 01 November 1998; Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates
- Army Regulation 600-8-10, 04 August 2011; Leaves and Passes
- Army Regulation 600-9, 28 June 2013; The Army Body Composition Program
- Army Regulation 350-1, 19 August 2014; Army Training and Leader Development
- Army Training Circular TC 3-21.5 (FM 22-5); Drill and Ceremonies
- NG Regulation 600-200, 31 July 2009; Enlisted Personnel Management
- Memorandum, Deputy Director Army National Guard, 12 June 2008; Subject: Army National Guard Support for Military Funeral Honors for Veterans
- Memorandum, NGB-ARZ-HR, 10 January 2008; Subject: Army National Guard Support for Military Funeral Honors for Veterans
- Memorandum, NGB-G1, 20 August 2007; Subject: Army National Guard Support for Military Funeral Honors for Veterans
- Memorandum, ARNG-HRH Policy Memo (PPOM#13-020), 16 May 2013; Subject: Guidance for Full-Time National Guard Duty for Operational Support (FTNGD-OS) Performed Pursuant to Title 32 USC, Section 502(f), other than AGR/Counter-Drug
- Memorandum, ARNG-HRH Policy Memo (PPOM#12-016), 03 April 2013; Subject: Implementation Guidance for Army National Guard Personnel to Carry Over Annual Leave to a Soldier's Next Period of Active Duty

- Memorandum, NGB-SFSS, 28 April 2008; Subject: Right of First Refusal for Parent Service of Eligible Beneficiary
- Annual ARNG-HRS Management Decision Package (MDEP)-Veteran Military Burial Honors (VMBH)
- Military Funeral Honors—ARNG NGB Admin User Guide, Version 2.8
- Army National Guard Standard Operating Procedures, 01 October 2009; Honor Guard Handbook
- Army Knowledge Online (AKO), User Group ~ ARNG Honor Guard

1-4 Equal Opportunity

Management actions will be developed to enhance ARNG/ARNGUS Readiness for State and Federal missions. All actions will be consistent with the Army's policy on equal opportunity as set forth in National Guard Regulation (NGR) 600-21 and Army Regulation (AR) 600-20, paragraph 6-3.

Chapter 2

Military Funeral Honors Program Policy

2-1 Military Funeral Honors Policy, ARNG

The ARNG policies of the Military Funeral Honors (MFH) program are based on the statutory requirements established in Section 575 of Public Law 106-398, "The Floyd D. Spence National Defense Authorization Act (NDAA) for Fiscal Year 2001," October 6, 2000, as amended, and the Department of Defense (DOD) Instruction 1300.15 "Military Funeral Support," October 22, 2007. Additional references for US Code, DOD Policy, Army Policy and Regulations are listed in detail in Chapter 1, paragraph 1-3.

The current ARNG base policy was established by ARNG Deputy Director, DTD 12 June 2008, in the memorandum referenced in Chapter 1. The initial ARNG MFH program policy baseline was established by Vice Chief, NGB, in an All States Memorandum (ASM) P02-0001, DTD 06 May 2002.

Current ARNG MFH base policy:

- Memorandum, Deputy Director Army National Guard, 12 June 2008, Subject: Army National Guard Support for Military Funeral Honors for Veterans
- ARNG Standard Operating Procedures (SOPs) in effect, 12 June 2008.

Annual Program Policy Documents:

- ARNG Annual Financial Guidance (AFG) published by ARNG G-8, Comptroller
- ARNG-HRS MFH Program Guidance; related to MDEP-VMBH
- ARNG MFH and Honor Guard SOP updates

2-2 ARNG Military Funeral Honors Goals and Objectives

The ARNG-HRS Survivor Services & Deployment Cycle Support Branch and MFH Program Manager established the ARNG program policies to fulfill the statutory and DOD requirements, the US Army policies established by Casualty and Mortuary Affairs Operations Center (CMAOC), and to resource and support the effective execution of MFH Mission at the State level and provide stewardship of fiscal resources. The principal goals & objectives of the ARNG program are to effectively and efficiently execute the MFH mission. The HRS division develops the ARNG policies, MFH Comptroller guidance (the AFG), and program SOPs to achieve the most effective and efficient MFH mission execution at State level.

The ARNG MFH Program Office monitors the fiscal resources for the States MFH programs and establishes fiscal guidance; NGB Level Program SOPs and staffs' policy changes to guide the execution of the MFH Program by State MFH teams. The goals and objectives of the ARNG program are:

MFH Goals

- Ensure ARNG MFH Program supports the Total Army Mission Concept; ensure all Veterans are provided an opportunity to receive the honors deserved
- ARNG MFH State Programs provide a reliable rate and volume of MFH missions within Annual Funding Guidance
- Fulfill Contractual and NGB Directed Program Requirements
- Transition ARNG MFH program to achieve efficiencies and scalability at the State level
- Implement management controls
 - Personnel Management
 - Resource Management
 - Fiscal Stewardship
 - Training Oversight
 - Mission Manning
 - Administrative Data
 - Operational Procedures
- Maintain Audit ready state
- Modernize MFH program before PB16 / FY 16
- Maintain MFH Handbook

MFH Objectives

- Modernize MFH Database
- Publish Interim Handbook/ Handbook updates
- Revise/ develop ARNG Policy
- Revise ARNG SOP
- Publish Honor Guard Training Handbook
- Revise existing major processes
- Identify Missing Processes
- Initiate and implement new Policies / Processes

2-3 Emphasis on MFH Program Efficiency

The ARNG MFH policies, processes, procedures, and SOPs must adopt performance metrics to meet the increasing requirements of DOD Audit Readiness.

The ARNG MFH program is very effective but has significant fiscal challenges. The ARNG program team has been working with the State Military Authorities for many years to document the program requirements for the Army POM process and will continue to increase emphasis on proper execution, documentation, and accountability. The DOD requirements for program audits begin to require DOD Audits not only for proper execution but also for efficient cost performance. The DOD emphasis in this area is known as Army Audit Readiness. Due to fiscal law there is a requirement for five years of mission supporting documentation, either paper or electronic, to be maintained.

2-4 Fiscal Performance Standards

The ARNG MFH Annual Financial Guidance (AFG) will state the annual performance targets. The current performance target is a measure of fiscal efficiency based on man-days per mission, cost per mission, personnel management and overhead. Evaluation will include budget execution and efficiency related to demographics and mission requirements.

2-5 Operational Policy Baseline

The DOD Policy baseline is established by DODI 1300.15 (2007).

It is DOD policy that a MFH ceremony shall be provided to eligible Service Members, Retirees, Veterans, and eligible former Reserve Component Members upon request. Commanders at all levels, IAW DODI 1300.15, must support rendering a final tribute on behalf of a Grateful Nation to comrades in arms, and must respond expeditiously and sensitively to requests for military funeral support. Rendering MFH reflects the high regard and respect accorded to military service and demonstrates military professionalism of the nation and the world.

2-6 Upon request of the next of kin (NOK) or authorized representative, the military services shall provide MFH to an eligible Service Member, Retiree, Veteran, or eligible former Reserve Component Members; honors must consist of the minimum requirement; playing of Taps, ceremonial flag folding, and presentation of the United States flag.

2-6.1 In accordance with DODI 1300.15, Military Services are encouraged to provide elements of honors in addition to those listed in DODI 1300.15 paragraph 4.2. (i.e. firing party, color guard) or use other Authorized Provider Partnership Program Guidance (AP3 Providers) to augment the funeral honors detail. The following web-site provides guidance on the implementation of AP3: DoD at <https://www.dmdc.osd.mil/mfh/ap3Links.do?tab=AP3> or DA at <https://www.hrc.army.mil/TAGD/Authorized%20Provider%20Partnership%20Program%20AP3>.

2-7 Funeral Honors require a minimum of two uniformed military personnel that will play Taps, Flag Fold and conduct the Flag Presentation (see Honor Guard Training Handbook). As indicated in DODI 1300.15 paragraph 5.3.7, in addition to the two Soldiers there is an option of using a live bugler (military or civilian), otherwise the two personnel will conduct the requirement with a ceremonial bugle. One of the uniformed military persons shall be a representative of the parent Service of the eligible beneficiary; this individual shall present the flag to the next of kin, if available.

2-8 As directed in DOD Guidance, the provisions of Military Funeral Honors are designated a total force mission. The total force mission consists of Active Duty personnel, Reserve/National Guard component members, military retirees, and AP3 Providers (certified by the active or reserve component honor guard personnel) may perform this mission.

2-9 Specific Policy Guidance relevant to VMBH-funded programs within the Army National Guard is provided in the Annual MDEP.

Chapter 3

Roles and Responsibilities

3-1 Management Decision Package (MDEP).

The ARNG Military Funeral Honors Program is supported and funded by the Annual MDEP-Veteran Military Burial Honors (VMBH). The MDEP provides guidance on authorized procedures and usage of all funding types that support the MFH Program.

- 2065 OMNG-SAG 133: Supports all Operational and Maintenance requirements for the MFH Program. Provides guidance and allotted funds for resources that support the operational and maintenance requirements of MFH functions.
- 2060 NGPA-1N: Supports all Active Duty Operational Support (ADOS) personnel requirements for the MFH Program. Provides guidance and allotted funds for personnel under Title 32 USC, Section 502(f).
- 2060 NGPA-1C: Supports all M-Day personnel requirements for the MFH Program. Provides guidance and allotted funds for personnel under the open allotment account managed at the National Guard Bureau level.
- Note: MDEP is provided annually and identifies requirements and changes to previous guidance; MFH State Coordinators, Military Authorities, Full-Time Technicians, and NCOICs are required to fully understand and comply. MFH State Coordinator is required to inform State Military Authority and State Leadership of impacted changes; recommend, guide, advise and support the National Guidance to equitably manage resources in order to effectively and efficiently execute the MFH mission. Each State is encouraged to support efforts to maintain lowest possible man-days per mission and cost per funeral in order to provide as many Veterans as possible the honors they deserve and keep from taking Readiness dollars from other requirements and programs.

3-2 Budget Management

MFH State Coordinators will review MDEP-VMBH for guidance and changes; required to understand, advise, and recommend State compliance on all budget related directives with the Military Authority. Ensure Obligation Plans are developed that support the funding guidance and the allotted timeline the funding is directed to support (ie, if guidance identifies the funding provided as your complete annual budget in all funding types then the OBPLAN will support 12 months operational sustainment within funding execution). Funding types may differ on the span of time supported.

3-2.1 2065 OMNG.

- MFH OMNG funding supports the core MFH activities. The objective is to support authorized resource requirements that directly support MFH requests from Casualty Mortuary Affairs Operations Center (CMAOC), Installation Casualty Assistance Centers, Families, Family Representatives, and Funeral directors. The metrics used to measure these objectives include volume of missions conducted for funerals and plane-side honors.

- Additional metrics are the number of personnel performing honors, duty status, miles driven, and other costs.
- MFH State Coordinators will ensure State Military Authority and MFH Personnel understands and are advised of the authorized resources and uses identified in the current MDEP-VMBH.
- MFH State Coordinator will ensure all expended funds are identified in the MFH Database under the Monthly Progress Report.
- Full-Time Technician or other delegated authority will ensure that the expenditure tracking guidance is followed. All expenditures must be tracked in GFEBS. State Program Managers and USPF&Os will clearly label purchase requests to accurately track expenditures for reporting and auditing purposes, labels as listed in the current MDEP-VMBH.

3-2.2 2060 NGPA.

- MFH NGPA funding supports the core personnel to conduct the missions and essential MFH training activities within the MFH Program. The objective is to support personnel requirements to support MFH requests from Casualty Mortuary Affairs Operations Center (CMAOC), Installation Casualty Assistance Centers, Families, Family Representatives, and Funeral directors. The metrics used to measure these objectives include volume of missions conducted for funerals, memorials, and plane-side honors.
- MFH State Coordinators will ensure State Military Authority and State Leadership understands and are advised on the allotted funds in both 2060 1N and 1C. Provide advice, guidance, and recommendation on the proper use IAW the current policies, procedures and guidance.
- States should maximize the use of all ADOS personnel to maintain an acceptable ADOS Mission Count (see paragraph 3-3) and utilize M-Day Soldiers only to supplement in order to meet operational needs and accomplish the mission requirements.
- States will ensure that funds support the duration identified; typically the full Fiscal Year.
- States are expected to follow guidance on the proper selection of personnel in order to maximize the funding to support the proper amount of personnel. Balance personnel usage to maintain minimal difference between personnel used and personnel paid per mission.

3-3 Personnel Management

3-3.1 Selection.

- Soldiers selected for 1N ADOS will NOT be higher than the grade of E7; possess the highest degree of maturity, mental stability, and professional demeanor on and off duty.
- Soldiers selected for 1C can meet the requirement to supplement. Only use personnel over the grade of E7 when the mission requires it (due to the grade of the deceased). In circumstances of Senior Grade funeral missions, consider using AGR Soldiers to facilitate the Presentation of the Flag.
- All selected Soldiers must complete required In-State Training prior to performing full honor requirements. Basic level Veteran Honors training can be conducted to establish significant M-Day force to support mission requirements. State budget must support the In-State Training Program.
- All selected Soldiers must be able to perform all MFH functions to the Army Standard; to include, Veteran and Full Honor requirements identified in Chapter 8.
- Selected Soldiers must maintain strong public relations in order to ensure mission success and highest regard to Families, Family Representatives, and Funeral Directors.
- Selected Soldiers must conduct maintenance of all uniforms and equipment before, during, and after mission.
- All MFH Soldiers will maintain compliance with physical fitness standards identified in AR 350-1 and height / weight standards identified in AR 600-9; must meet the Army Standard in all aspects.

3-3.2 Usage.

- All 1N ADOS personnel are expected to conduct MFH missions and not solely used for administrative, operational, or logistical support to the MFH Program. States will strive to maintain an average ADOS mission count of 20+ per Soldier per month. MFH State Coordinators will identify and target an ADOS duty count that will support the above goal.
- Minimize the gap between paid per mission and used per mission. States can maximize their personnel and minimize their difference between paid and used by utilizing their ADOS personnel on missions as much as possible and minimize the number of M-Day personnel brought on for non-mission requirements. National Goal of 2.8 Man Days Per Mission (MDPM) or less is the goal.

3-4 Other Branch of Service Processes.

- MFH State Coordinators will advise, guide, recommend and adhere to the DoD, DA, and NGB guidance on Other Branch of Service Processes. States will ensure the other Branch of service has the opportunity to provide honors for their own. ARNG MFH Program will focus on providing honors for Army Service Members, Retirees, Veterans, and eligible former Reserve Component Members.
- See DODI 1300.15 for further guidance on ensuring the deceased's Parent Branch of Service owns the process for Military Honor request.
- In the case a request is received for a deceased Veteran of another Branch of Services; MFH State Coordinators and all other MFH Personnel will ensure that the below process are followed:
 - State receives Honor Request for other than Army Branch of Service.
 - Provide proper "Other Branch of Service" contact information to Funeral Director, Family Member, or VSO.
 - If mission sheet was received with all details; input into MFH Database as a not supported.
 - If official request is not fully received, you do NOT need to input into the MFH Database.
 - Missions returned by "Other Branch of Service" for ARNG support; if supporting, requires completion of "ARNG Other Services Process Document". This document will be maintained with the mission paperwork (ensure correct input into the MFH Database).
 - Ensure correct input into the MFH Database; annotate into the mission remarks section and/or AAR Remarks section who from that Branch of Service reported they could NOT provide requested honors and authorized/requested the ARNG to support.
 - Execute and complete mission requirements IAW SOP.
 - Fill out "Other Services Process Log" with all the required mission information. Maintain this log for your records by FY and Month.
- MFH State Coordinators will be informed by MFH Personnel when a Military Honor request is received for a deceased that is from other than Army Branch of Service.

3-5 Use of Veteran Service Organizations.

- MFH State Coordinators will ensure the DODI 1300.15 guidance is enforced involving Veteran Service Organizations.
- State MFH Programs will establish contact with and attempt to train and certify VSOs within the AP3 Program. MFH State Coordinators and other delegated authorities can determine if the VSO meets the standard and requirements outlined by DoD and whether to utilize in support of MFH requirements.
- Establish an AP3 Training and Certification Program. Once MFH State Coordinator determines to utilize the VSO; the State Coordinator will draft a Memorandum of Agreement to establish operating, reporting, tracking, and payment procedures (payment will NOT be obligated). State Military Authority or designated State Leadership is recommended to be the signature authority for the agreements.
- MFH State Coordinator, Full-Time Technician, NCOIC, or Area Coordinators will assist VSO in the steps to become a Certified Contract Representative and established in GFEBS IAW MDEP-VMBH and State guidance.
- MFH Program will utilize selected VSOs to maximize the force and capabilities IAW all related polices and guidance. Intent is to increase the ability to provide honors to more Veterans.

Chapter 4

Roles and Responsibilities

4-1 MFH Program Roles and Responsibilities

The execution of MFH missions is a total force, no fail, and statutory mission that is executed at the State level with resources provided annually by NGB under VMBH for manpower (NGPA) and operations / maintenance costs (OMNG).

4-2 Provided Manpower

The NGB and Federal provided manpower resources include:

- State Coordinators, contracted by NGB for the MFH mission will provide expertise, support, and assistance in all MFH operations.
- Full-Time Technician, (GS-7 – GS-9), in order to support State Coordinator with inherited Government responsibilities within pay and logistic functional areas.
- Support and training for State Coordinators / key State personnel from the Regional Coordinators and other Contract Leadership.
- NGPA for Soldier Duty
 - VMBH-1C, 2060 (NGPA) for “IDT-Like” duty
 - VMBH-1N, 2060 (NGPA) for ADOS duty
- OMNG for operation and maintenance requirements
 - VMBH-133, 2065 (OMNG) for authorized resources
- State Assistance visits and support from:
 - Regional coordinators
 - State Assistance Visits (SAVs)
 - Mobile Training Teams (MTTs)

4-3 State Roles and Responsibilities

The Adjutant General (TAG) of each State and Territory and the Commanding General of the District of Columbia are the approval authorities for Army National Guard participation in MFH support requirements for their respective States, Territories, and the District of Columbia. NGB provides the TAGs guidance for Army National Guard participation in the Department of Defense (DOD) plan for providing appropriate Military Funeral Honors (MFH) for veterans.

The participating States, by TAG approval authority, will adopt the most cost effective program operating structure in order to operate with the ARNG provided VMBH budget. NGB provided support and recommended program structure is intended to reduce State costs and use common best practices to reduce the burden of day-to-day planning and oversight. States are encouraged to work within the parameters of the Federal Funding provided to support MFH requirements; minimize or eliminate additional costs that drain readiness and other program funds.

4-4 Contracted State Coordinator.

NGB established and awarded the Survivor Services Contract Agreement (#W91-33-1-2-C-00-1S) which provides a MFH State Coordinator for participating States. This is a Non-Personal Services Contract; therefore, the State Coordinator provides services while employed and supervised by the contracted company IAW the above Contract Agreement in support of the MFH Program. The State Coordinator will work with the State designated Military Authority for the day-to-day operations of the MFH program to include matters regarding policy and fiscal issues. Awarded contract provides and establishes provisions in response to the Department of Defense directives listed in DODI 1300.15. The coordinator will fulfill his/her requirements IAW the "Required Services (Tasks)," listed in the contract, Performance Work Statement (PWS) / Statement of Work (SOW), and the below-listed items.

4-4.1 Serves the State as a Subject Matter Expert on Military Funeral Honor functions and requirements. Familiar with and maintains access to all regulations and guidance that are applicable to Military Funeral Honors. Maintains expertise of related research, policy / legislative updates, and changes.

4-4.2 Provides general planning, coordination, and budget analysis to the State Military Authority. Maintains access, conducts reviews, identifies trends, and analyzes Veteran and MFH related State data in order to identify needs and properly guide, advise, and recommend courses of action related the to the MFH Program.

4-4.3 Coordinates, plans, and develops statewide operations for the military Funeral Honors Program. Assists in the development of related charts, graphs, briefings and other presentation aids. Conducts briefings and updates State Military Leadership on issues related to MFH.

4-4.4 Drafts, reviews, advises, and recommends on Military Funeral Honors Program policies, SOPs, and objectives in coordination with the ARNG Program Manager and/or State Military Authority.

4-4.5 Establishes a single point of contact for their State in reference to all MFH requested support. Maintains a capability to effectively and efficiently respond to requests; ensures a State capability is established to receive and respond within a sufficient amount of time.

4-4.6 Ensures all supported and non-supported requests are tracked and recorded in the MFH Database. Required to maintain all related mission and training MFH data in the MFH Database. Establish systems and databases to identify / track the level of support and fiscal cost associated with each MFH ceremony provided.

4-4.7 Coordinate, advise, recommend, and guide an active recruiting and retention program for the State MFH Program. Actively implement this program to maintain trained and certified personnel to support MFH requests.

4-4.8 Assists and oversees the development of training programs and exercises related to the performance of State Honor Guard ceremonies. Develops and oversees the training of MFH personnel to include NCOIC, Area Coordinators, and Team Members. Maintains training records on all MFH trained personnel; to include, MFH specific training, resourcing, and required training (i.e., defensive driving course, State driver's license, and etc). Maintain required training record data for MFH Personnel in the MFH Database.

4-4.9 Monitors and evaluates the Honor Guard performance and provide recommendations to the State Military Authority for conformance with all NGB / National Guidelines and regulations relating to MFH and improvement of service. Develops and applicable awards program that includes the Honor Guard TAB.

4-4.10 Ensures all honors are provided to Veterans and Service Members IAW State and Federal law. Receives, verifies eligibility and assigns appropriate levels of honors and Soldiers to the mission requirement.

4-4.11 Assists in the development and management of the annual budget for the Military Funeral Honors program. Advises, guides, and recommends the State Military Authority and other State Leadership, as required, on all budgeting and fiscal control functions in order to maintain the most efficient and effective manner to utilize provided resources and conduct MFH mission requirement.

4-4.12 Develop budget requirement specific for applicable State; assist and coordinate recommendations regarding budget management for State to remain compliant with all applicable National and State funding guidelines.

4-4.13 Establishes, develops, and maintains rapport with mutually supporting outside agencies; to include, Army Installation CACs, other Branches of Service CACs, Veteran Service Organizations, funeral homes, and cemeteries. Presents program information to civic organizations, state, and national government groups. Prepares and conducts program briefings and/or presentations for State and National government groups and civic organizations as requested.

4-4.14 Coordinates with and ensures all AP3 guidelines are followed for Veteran Service Organizations (VSO) and processes pay allowances, reimbursement, and stipends as required for VSO and National Guard member participation for State Military Authority approval and submission. Evaluates the performance of veterans' organization honors teams and Army National Guard teams, approves certification, and maintains accurate records of all state certified organizations

4-4.15 Verifies that all data inputted into the MFH Database is 100% accurate and complete. Verifies and oversees the processing of payroll and travel claims are accurate, valid and conducted in a timely manner in support of the Military Authority.

4-4.16 State Coordinators are authorized to adhere to and conduct all other items in the Contract PWS/SOW not listed above. Perform duties as assigned by the Contract Program Manager that are within the Coordinator's PWS/SOW.

4-5 Funeral Honors Full-Time Technician.

NGB provides participating States with a Full-Time Technician voucher in support of the MFH Program. Primary role is to support the State Coordinator with inherited Government responsibilities authorized by this program and position. Duties and responsibilities listed are as prescribed by the position description for a Human Resources Assistant (Military), GS-0203-07 or 09, in most cases. For a full job description of this position refer to the appropriate Position Description and the Optional Form 8. The following section refers to related duties of this position within the Military Funeral Honors Program.

4-5.1 Assist State Coordinator with Program administrative and logistical responsibilities. Prepared to assist with serving as a point of contact and maintains the ability to answer questions regarding Military Funeral Honors. Provides assistance to family members and family representations by advising them of the deceased member's entitlements and honor request procedures.

4-5.2 Assists in developing and maintains files and libraries of current funeral/casualty material including policies, procedures, and guidance from Department of Defense (DOD), NGB, Regional CAC, and the Veterans Administration (VA). Personnel training, resourcing, hand-receipt, and pay records.

4-5.3 Assists in managing, maintaining, and organizing the MFH Database. Drafts annual, quarterly, and other special reports, documents, or etc for the State Coordinator and Military Authority for State Leadership and other required agencies.

4-5.4 Assists with maintaining records and preparing for State/Federal Command Inspections and Audits. Assists in the development of internal inspection schedules, coordination of timetables with staff, develop areas of inspection through analysis and reports. Review after action reports and identify trends, needs, and requirements.

4-5.5 Reviews incoming correspondence, publications, regulations, and directives for their effect on programs administered within the office. Determines distribution and routing of incoming correspondence. Prepares and reviews outgoing correspondence, directives, regulations, and other information.

4-5.6 Provides for control of all classified and information sensitive documents within the MFH Program. Ensures that documents are properly logged, safeguarded, or destroyed IAW all applicable regulations and State guidance.

4-5.7 Supports the State Coordinator with the inherited Government Responsibility of pay; prepares and processes pay documentation for MFH. Prepares Transmittal Letter (TL) for pay, ensures pay is followed up and paid on time; researches, corrects, and/or resolves any pay errors. Reviews and understands annual provided MDEP guidance; ensures all applicable funding

guidance, Federal and State guidance is followed and adhered to within the MFH Program.

4-5.8 Assists in developing annual budget requirements within the MFH Program and the programmed guidance from NGB. Creates, updates, and submits monthly obligation plans through the State USPFO IAW State SOP. Adheres to all budget execution guidelines in the Army Management Structure Code (AMSCO) for 2060 1N and 2065 133 as well as guidance pertaining to the 1C open allotment requirements. Assists in ensuring equitable and efficient disbursement of funds in order to meet NGB requirements as designated by State Coordinator and assigned by State Military Authority. Assists State Coordinator with resolving problems, issues, and conflicts within MFH Database and budget. Assists in developing controls to monitor expenses during the year and recommends budget adjustments. Collects data from various sources for statistical purposes regarding Funeral Honors and Casualty Assistance, to assist in projecting budgetary requirements.

4-5.9 Assists in the oversight and preparation of State Training Program. Supports State Coordinator and Military Authority in any inspection requirements and compliance with MFH regulations, policies, directives, and guidance.

4-5.10 Supports State Coordinator with the inherited Government Responsibility with equipment and resources; receives and accounts for all Government Property issues from NGB and purchases by the State. Maintains property book for all MFH equipment; tracks and receipts to personnel, reports deficiencies. Assists in managing transportation assets and ensure the State Coordinator and Military Authority designated safety policies are enforced. Develops and implements the MFH maintenance program to preserve a high rate of operational readiness.

4-5.11 Support the State Coordinator with the inherited Government Responsibility of executing funds. Advised, recommended, and/or designated by State Coordinator with Military Authorities approval prepares, submits, and processes orders for pay. Authorized to maintain Government Purchase Card (GPC). Makes necessary and authorized purchases in support of MFH Functions utilizing Government Credit Card, maintains transaction log of all purchases with credit card, and updates subprogram manager monthly after reconciliation process. Follows all governing regulations, guidance, and policies related to the Card Holder responsibilities.

4-5.12 Serves as Military Funeral Honor Human Resource Assistant. Maintains personal contact with functional managers in each area office to discuss administrative practices and services, provides technical advice, guidance and recommended methods and procedures as applicable. Advises other administrative personnel of the directives regarding MFH procedures. Provides information explains the application of MFH regulations and resolves problems with contracts as they relate to administrative functions.

4-5.13 Performs other duties and duties as designated by the State Coordinator in conjunction with the Military Authority of the Honor Guard Program.

4-6 Honor Guard NCOIC. (This is a state wide responsibility)

Honor Guard NCOICs are typically provided thru VMBH Funding 2060 1N. The NCOIC must be able to assume the Full-Time Technician inherited Government Responsibilities in their absence. The NCOIC must be able to effectively communicate with the Military Authority, the State Coordinator, the full time technician, and all HG personnel on all related MFH matters. The NCOIC will conduct the below responsibilities as designated by the State Coordinator in conjunction with the Military Authorities intent. NCOIC will enforce all Honor Guard related regulations, policies, and procedures within this handbook and all applicable SOPs. State MFH NCOICs IAW MDEP will not exceed the rank of Sergeant First Class, based on responsibilities recommend a Sergeant or Staff Sergeant.

4-6.1 Supports the State Coordinator in the supervision and assignment of MFH Honor Guard Personnel; to include, Area coordinators, Trainers, Team Members. Support military funeral honors; NCOICs will conduct missions and make every effort to maintain a Mission Count of 20+ per month.

4-6.2 Assist State Coordinator in implementing the designated training program. Schedule and ensure that members are trained IAW the ARNG Honor Guard Training SOP.

4-6.3 Maintains good order and discipline within the MFH Program in conjunction with the State Coordinator to ensure proper personnel strength and standards adhered to. Support State Coordinator in the inherent Government Functions of personnel selection, counseling and removal from the MFH Program.

4-6.4 Ensures all Honor Guard members are in compliance with AR 670-1 (Uniforms and Insignia), FM 7-22 (Physical Fitness Standards), and all other applicable regulations and policies governing the Honor Guard Program.

4-6.5 Enforces utilization of the Chain of Command with all assigned MFH military personnel. Responsible for military actions involving all Honor Guard ADOS and M-Day personnel, this includes the approval of leaves, passes, and/or any other time off. Those actions will be coordinated with State Coordinator and full time technician.

4-6.6 Conducts regional training visits and inspections of training being conducted at Area/Regional Team locations, assists in certification of VSOs, and supports all other State Honor Guard training requirements.

4-6.7 Assists in the implementation of the recruiting program mentioned in 4-4. Works with full time technician & Area/Region Coordinators to maintain a list of available M-Day volunteers, Technicians, AGR, Retirees, VSOs and other AP3 resources by Area/Region for the most efficient and effective use of personnel to fulfill mission requirements.

4-6.8 Performs other duties as designated by the State Coordinator in conjunction with or assigned by the Military Authority.

4-7 Area Coordinators.

Appointed by the State's Honor Guard Military Authority in consultation with the State Coordinator and placed on ADOS orders in order to manage an assigned region/area of the State MFH Program. Area/Region Coordinators will conduct duties as designated by State Coordinator in conjunction with Military Authorities intent and will enforce the regulations, policies and SOPs governing the MFH Program. Each Area Coordinator will have an appropriate number of Honor Guard teams to service their area of responsibility (AOR). Area Coordinators IAW MDEP will not exceed the rank of Sergeant First Class, based on responsibilities recommend Specialist or Sergeant.

4-7.1 Support the State Coordinator in the supervision and assignment of MFH Honor Guard Personnel within their area/region; to include, Trainers, Team Leaders, Team Members, and VSOs.

4-7.2 Support military funeral honors; if Area Coordinators are 2060 1N they will conduct missions and maintain a Mission Count of 20+ per month.

4-7.3 Area Coordinator additional duties and responsibilities will be outlined and defined in the State SOPs.

4-8 Team Leaders / Members.

Team Leaders and Members report to the Area Coordinator for funeral missions within their assigned areas or throughout the State. Team Leaders and Members are expected to ensure the mission is performed in the proper manner according to the MFH Training SOP and current policies in place. Team Leaders and Members will be in the appropriate grade to support the mission requirement.

4-8.1 Team Leader and Member duties and responsibilities are outlined and defined in the respective State SOPs.

4-9 Qualifications.

4-9.1 NCOIC and Area Coordinators

4-9.1a Must be a current member of the Army National Guard in good standing with their unit. Uphold themselves to a higher standard both on and off duty in appearance and conduct.

4-9.1b Must possess the ability to obtain and maintain a valid state vehicle operator's license.

4-9.1c Must be capable of working independently with little supervision.

4-9.1d Should possess adequate computer skills.

4-9.1e Must possess a thorough knowledge of applicable military regulations, policies, and directives pertaining to MFH ceremonies.

4-9.1f Must possess a thorough knowledge of military drill & ceremonies techniques. Must know every position and function of the Military Funeral Honor detail.

4-9.1g Must possess a thorough knowledge of the methods and techniques used in preparing and presenting training programs.

4-9.1h Must possess a skill in handling and using ceremonial weapons.

4-9.1i Must possess the ability to travel extensively in the performance of his/her assigned duties.

4-9.1j Must possess the ability to establish and maintain effective working relationships with VSOs, other elements within the ARNG, Funeral Directors, and the public.

4-9.1k Must possess the ability to communicate clearly and effectively.

4-9.1l Must be able to prepare and make informational presentations regarding the MFH Program.

4-9.1m Must possess the ability to maintain accurate records and prepare complex reports.

4-9.1n Must possess the ability to work outdoors, in extreme weather conditions and irregular hours.

4-9.1o Must not have any felonies or current misdemeanors that affect the performance of their duties; such as, restrictions under Lautenberg Act, DUIs, and etc.

4-9.2 Team Leaders

4-9.2a Must be a current member of the Army National Guard.

4-9.2b Must possess the ability to obtain and maintain a valid state vehicle operator's license.

4-9.2c Must be capable of working independently with little supervision.

4-9.2d Should possess adequate computer skills.

4-9.2e Must possess a thorough knowledge of applicable military regulations, policies, and directives pertaining to MFH ceremonies.

4-9.2f Must possess a thorough knowledge of military drill & ceremony techniques.

4-9.2g Must possess a thorough knowledge of the methods and techniques used in preparing and presenting training programs.

4-9.2h Must possess a skill in handling and using ceremonial weapons.

4-9.2i Must possess the ability to travel extensively in the performance of his/her assigned duties.

4-9.2j Must possess the ability to establish and maintain effective working relationships with VSOs, other elements with the ARNG, Funeral Directors, and the public.

4-9.2k Must possess the ability to communicate clearly and effectively.

4-9.2l Must possess the ability to prepare and make informational presentations regarding the Honor Guard Program.

4-9.2m Must possess the ability to maintain accurate records and prepare complex reports.

4-9.2n Must possess the ability to work outdoors, in extreme weather conditions and irregular hours.

4-9.3 Team Members

4-9.3a Must be a current member of the Army National Guard.

4-9.3b Must possess the ability to obtain and maintain a valid state vehicle operator's license and complete the Defensive Driving Course at <http://ndss.idrivesafely.com> training certificate maintain in the individual training record.

4-9.3c Must be capable of working independently with little supervision.

4-9.3d Must possess the knowledge of applicable military regulations, policies, and directives pertaining to MFH ceremonies.

4-9.3e Must possess the knowledge of military drill & ceremonies techniques.

4-9.3f Must possess a skill in handling and using ceremonial weapons.

4-9.3g Must possess the ability to communicate clearly and effectively.

4-9.3h Must possess the ability to travel extensively in the performance of their assigned duties.

4-9.3i Must possess the ability to work outdoors, in extreme weather conditions and irregular hours.

4-9.3j Must not have any Felonies or Misdemeanors that are current or effect their duties; such as, restrictions under Lautenberg Act, DUIs, and etc.

4-10 Documentation Requirements

All members assigned to the State Honor Guard Program funded under the VMBH 1N or 1C; to include, NCOIC, Area Coordinators, and Team Members, will have training files that will consist of the following at a minimum:

4-10.1 Memorandum from Unit Commander or First Sergeant, acknowledging that the Soldier is in good standing and authorized to participate in the MFH Program.

4-10.2 Initial Counseling identifying responsibilities, expectations, requirements, and qualifications to become and maintain as a member of the MFH Program.

4-10.3 Training Records that identify current level of training and additional requirements and estimated timeline and process to receive. Training is based off of guidance listed in Chapter 5 and will include State Honor Guard Training, Distance Learning, and if applicable Trainer Certification.

4-10.4 Annual required training as applicable to the position; cyber awareness and security, Personal Identifiable Information (PII), Equal Employment Opportunities and Ethics, Sexual Harassment / Assault Response and Prevention, Anti-Terrorism, Defensive Drivers Course / Accident Avoidance, and other State related requirements.

4-10.5 Medical Records from Med Pros with verification of no physical profile.

4-10.6 Consistent counseling record (DA Form 4856) identifying strengths, weakness, concerns, goals and accomplishments within the MFH Program.

Chapter 5

Training

5-1 The development of the MFH program, in part, was to ensure a professional, well-coordinated, and dignified rendering of Honors for a deceased veteran. To that extent, each member shall train to achieve excellence in the performance of a precise and professional ceremony IAW the ARNG Honor Guard SOP and the MFH Handbook Volume 2, Standards and Training Handbook.

5-2 States will train the Honor Guard Members to be proficient in MFH skills, duties and tasks in the State's MFH training program and a managed training strategy and pipeline. The State program has a 40-hour training requirement for full MFH certification.

- The MFH training pipeline is the volume of Soldiers with graduated skill sets and includes the volume of certified trainers needed to sustain a population of trained personnel.
- The current training policy does not measure and manage the training pipeline. The ARNG program office is developing tools to assist with the management of the training pipeline.

5-2.1 Training Model and MFH Training Effectiveness and Efficiency.

- States training pipeline process should provide a trained body of Soldiers for ADOS and "IDT-Like" duty status.
- Approximately 90% of all MFH missions are Two-Soldier funerals. States' training program should emphasize management of the training pipeline to get more students performing MFH missions, qualified at the Two-Soldier funeral skill level rather than wait until each student is fully certified before students begin to earn MFH experience.

5-2.2 Instructor Certification Course (80 hour Requirement).

- If available, select personnel will be chosen to attend the ARNG Honor Guard Training Course (80 hour Instructor Certification requirement). Based on NGB Guidance and availability; upon successful completion of this course these individuals will be certified to conduct the ARNG Honor Guard 40 hour In-State Training Courses, as published by the ARNG Training Branch, in a train-the-trainer capacity.
- Shifting priorities and training costs may shift the T3T responsibility to the States. States training model will grow to accommodate training of the trainers at the State level.

5-3 The State Coordinators will develop and oversee the State Training Program; training will consist of a cumulated minimum of 40 hours.

- Certified Trainers will provide initial training and certification for MFH Members.

- Certified Trainers will provide applicable training to Retirees, State Militia Members, VSO personnel and other elements that support Military Funeral Honor duties.

Training will consist of the following:

5-3.1 Eligibility requirements

5-3.2 Setting up the squad/drill team

5-3.3 Graveside services for casketed and cremated remains

5-3.4 Firing of the volley (if firing party is present)

5-3.5 Bugler or proper use of the ceremonial bugle (or high quality CD of Taps)

5-3.6 Folding and presenting the flag

5-3.7 AP3 certification training will meet sequence and functional elements.

5-4 Training Records: State Coordinator will maintain training records on all Funeral Detail personnel.

5-5 Area Coordinators will coordinate with the MFH State Coordinator and/or NCOIC to obtain a copy of the updated MFH training video, training flags, training certificates, and lapel pins for VSOs. The VSOs will be given a training certificate and lapel pin upon satisfactorily completing the training requirements and becoming AP3 certified. See the following website for information on the training certificates and lapel pins: DoD at <https://www.dmdc.osd.mil/mfh/ap3Links.do?tab=AP3> or DA at <https://www.hrc.army.mil/TAGD/Authorized%20Provider%20Partnership%20Program%20AP3>.

5-6 The ARNG is authorized to provide training to the VSOs or other authorized providers IAW DOD Directive 1300.15, 22 October 2007; MFH State Coordinator will develop a standard training program in order to support the AP3 Certification and VSOs to act as a force multiplier within the MFH Program.

5-7 Training Models

- There are no statutory or regulatory training requirements for the MFH program, however IAW DoD Instructions, Department of the Army and NGB Guidance all members of MFH details must be trained for the type of duty required.
- High volume of Two-Soldier (Veteran Honor) funerals and relatively high turnover of participant Soldiers requires a high volume of training (Soldiers and Trainers) at the Two-Soldier (Veteran Honor) skill level.
- The Nine-Soldier (Full Honors) mission is conducted at a much lower rate. All States MFH Programs are required to provide the Full Honors; therefore, the

MFH Personnel must be trained, resourced, and prepared to execute when requested.

- T3T Training can be conducted in any appropriate classroom environment.
- States training should produce high volume of Soldiers qualified for Two-Soldier funeral details.
- A high quality program is needed to generate the appropriate size population of MFH Soldiers certified to train all requirements for the Nine-Soldier Full Honors funeral details.
- The Twenty-one Soldier (Special Full Honors) mission is not authorized per MDEP. States may be directed to provide; therefore, MFH Personnel must understand elements of, trained, resourced, and prepared to execute if directed.

Chapter 6

Eligibility for Military Burial Benefits

6-1 Definition of a Veteran

6-1.1 Official Definition of a Veteran IAW Title 38, USC 101 and Veteran Affairs: The term “Veteran” means a person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable.

6-1.2 IAW Title 38, USC 101 the term “active duty” means— (A) full-time duty in the Armed Forces, other than active duty for training; (B) full-time duty (other than for training purposes) as a commissioned officer of the Regular or Reserve Corps of the Public Health Service (i) on or after July 29, 1945, or (ii) before that date under circumstances affording entitlement to “full military benefits” or (iii) at any time, for the purposes of chapter 13 of this title; (C) full-time duty as a commissioned officer of the National Oceanic and Atmospheric Administration or its predecessor organization the Coast and Geodetic Survey (i) on or after July 29, 1945, or (ii) before that date (I) while on transfer to one of the Armed Forces, or (II) while, in time of war or national emergency declared by the President, assigned to duty on a project for one of the Armed Forces in an area determined by the Secretary of Defense to be of immediate military hazard, or (III) in the Philippine Islands on December 7, 1941, and continuously in such islands thereafter, or (iii) at any time, for the purposes of chapter 13 of this title; (D) service as a cadet at the United States Military, Air Force, or Coast Guard Academy, or as a midshipman at the United States Naval Academy; and (E) authorized travel to or from such duty or service.

6-2 Eligibility for National Veteran Cemetery Burial

6-2.1 Any member of the Armed Forces of the United States who dies on active duty.

6-2.2 Any Veteran who was discharged under conditions other than dishonorable. With certain exceptions, service beginning after September 7, 1980, as an enlisted person, and service after October 16, 1981, as an officer, must be for a minimum of 24 continuous months or the full period for which the person was called to active duty (as in the case of a Reservist called to active duty for a limited duration). Undesirable, bad conduct and any other type of discharge other than honorable may or may not qualify the individual for Veterans benefits, depending upon a determination made by a VA Regional Office. Cases presenting multiple discharges of varying character are also referred for adjudication to a VA Regional Office.

6-2.3 Reservists and National Guard members who, at time of death, were entitled to retired pay under Chapter 1223, title 10, United States Code, or would have been entitled, but for being under the age of 60. Specific categories of individuals eligible for retired pay are delineated in section 12731 of Chapter 1223, title 10, United States Code.

6-2.4 Members of reserve components, and members of the Army National Guard or the Air National Guard, who die while hospitalized or undergoing treatment at the expense of the United States for injury or disease contracted or incurred under honorable conditions while performing active duty for training or inactive duty training, or undergoing such hospitalization or treatment.

6-2.5 Members of the Reserve Officers' Training Corps of the Army, Navy, or Air Force who die under honorable conditions while attending an authorized training camp or on an authorized 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 those activities.

6-2.6 Members of reserve components who, during a period of active duty for training, were disabled or died from a disease or injury incurred or aggravated in line of duty or, during a period of inactive duty training, were disabled or died from an injury or certain cardiovascular disorders incurred or aggravated in line of duty.

6-3 Eligibility to receive Military Honors

Veterans are eligible for military honors if they meet one of the following requirements:

6-3.1 Served in the active military, naval, or air service and who was discharged or released under conditions other than dishonorable by means of an honorable or under honorable conditions (general) discharge

6-3.2 Was a member or former member of the selected reserve.

6-3.3 Completed at least one (1) enlistment as a member of the selected reserve or, in the case of an officer, completed the initial obligated service as a member of the selected reserve

6-3.4 Was discharged before completion of the person's initial enlistment as a member of the selected reserve or, in the case of an officer, period of initial obligated service as a member of the selected reserve, for a disability incurred or aggravated in line of duty

6-3.5 Died while a member of the active component or selected reserve

6-3.6 Retired from an active component or selected reserve

6-4 Eligibility

The MFH State coordinator is responsible for determining that the deceased is eligible for honors prior to providing a MFH detail. If the deceased is not eligible, the process stops.

6-4.1 Mission Denial Procedures - The Secretary of the Army delegated to CMAOC is the only Army asset that is authorized to deny honors. If honor request is received and due to felony, dishonorable discharge, or other

disqualifying circumstances we cannot conduct the honors; SCs will take the following steps.

6-4.1a Regulatory research will be conducted to ensure decisions are being made correctly. All assets of contracting (RC/APM) will be used, in conjunction with the respective MA's to ensure 100% accuracy of decision.

- Regional/State Team Briefs APM
- APM SA, input, and where to forward

6-4.1b SCs brief their respective Military Authority, must consist of:

- Full situational brief
- Draft / prepare a letter for first GO; addressing the circumstances, cause and decision for ARNG not to provide requested honors.
- Make CAC aware of situation

6-4.1c Once GO letter is signed contact CAC for SA and official handling.

- Understand that CAC, thru CMAOC has chain for denial approval, NGB does not have proper chain and or authority to do so.
- Provide CAC with Honors Request and GO Letter stating the ARNG's stance on this circumstance; continue to support CAC as needed.
- Provide updates and final determinations to the Military Authority and Region Coordinator.

6-4.1d The APM will brief NGB with full disclosure to ensure NGB can answer all potential questions in regards to the situation.

6-5 Individuals who have, at any time, been discharged or released from military service with one of the following characterizations are not eligible for MFH: Only Secretary of the service (ie Sec Army, Navy, etc) can deny honors.

6-5.1 Dishonorable discharge

6-5.2 Bad conduct discharge

6-5.3 Dismissal from the service awarded by a court-martial

6-5.4 Under other than honorable conditions discharge

6-5.5 An officer's resignation for the good of the service in lieu of court-martial, which results in a discharge of under other than honorable conditions.

6-6 Authorized proofs of service

Each coordinator is required to verify the proof and character of service by reviewing one of the below authorized requirements:

6-6.1 DD Form 214 (Active Component or Selected Reserves)

6-6.2 NGB Form 22 or NGB Form 55 (National Guardsman)

6-6.3 Memorandum Eligibility for Retired Pay (20 Year Letter)

6-6.4 Certificate of Honorable Discharge

6-6.5 Verification of Eligibility of Burial in National Veterans Cemetery

6-6.6 Memorandum, Notification of Eligibility for Retired Pay at Age 60.

6-6.7 DD Form 2 (Retired Identification Card)

Chapter 7

Documentation of Military Service

7-1 Family members, representative and/or funeral directors will obtain and provide service eligibility of the deceased Veteran upon requesting honors.

7-2 See Chapter 6-6 for authorized forms to validate proof of service.

7-3 MFH State Coordinators, Full-Time Technician, NCOIC, and/or Area/Region Coordinators will assist, guide, advise or guide family members, representatives, and/or funeral directors in obtaining service and honor eligibility proofs of service for the deceased Veteran. Instruct them to the following locations to obtain service records:

7-3.1 Electronic: <http://www.archives.gov/veterans/military-service-records/>

7-3.2 SF180: <http://www.archives.gov/research/order/standard-form-180.pdf>
[faxed to 314-801-9195.](http://www.archives.gov/research/order/standard-form-180.pdf)

7-3.3 Ensure requesting person is informed to annotate on the request that it is for burial purposes. National Military Archives Section will make every attempt to provide response within 48-72 hours upon request for burial or medical purposes; only exceptions are weekends or holidays.

7-4 In the case that proper documentation is not received on time, MFH State Coordinators and/or NCOIC can gain verbal and sometimes written proof of service from the National Eligibility # 1-800-535-1117. If utilized to confirm service, in order to provide military honors, SC/MA team must have the deceased full name, Social Security Number, Date of Birth, and approximate Date of Service (ie. 1960s, 1975, or etc). Also, capture the below information from the VA Personnel providing eligibility information:

7-4.1 VA employees name and/or customer service #

7-4.2 Deceased Service Information:

- Branch of Service
- Dates of Service
- Character of Service

7-4.3 Ensure to capture this information on authorization form for auditing purposes and annotate in the MFH Database under remarks.

7-5 Below are additional resources that can support in determining eligibility of honors for our Service Members, Retirees, and Veterans.

7-5.1 Army Installation Casualty Assistance Centers

7-5.2 National and State Cemetery Administrators

Chapter 8

Military Funeral Honors Requirements

8-1 Veteran Honors (Two-Soldier Detail). The Two-Soldier funeral detail is authorized to provide MFH for Veterans. DODI 1300.15 encourages the use of VSOs to provide the additional elements listed in full honor requirements and also an active search for live bugler is directed.

- Criteria: Designated for eligible deceased veterans that served with a character of service other than dishonorable; but, did not become deceased on duty or was not retired from military service.
- Elements: Ceremony will consist of two (2) personnel to conduct the sounding of TAPS, military flag fold, and presentation of the flag to the Primary Next of Kin (PNOK) or other designated NOK.
- Team Composition: Team Leader, Bugler; both will conduct flag fold.
- Note: The only time a third person is authorized; is if a live bugler is provided and they are NOT certified to conduct the Flag Folding or Presentation.

8-2 Full Honors (Nine-Soldier Detail). The Nine-Soldier funeral detail is authorized to provide MFH for Service Members and Retirees. As mentioned above, an active search for a live bugler is directed.

- Criteria: Designated for eligible deceased service members and military retirees; includes service member killed in action, a Medal of Honor recipient, a General Officer, and CSM/SGM.
- Elements: Ceremony will consist of seven (7) to nine (9) personnel to conduct pall bearers, rifle volley, sounding of TAPS, Military Flag Fold, and Presentation of the Flag.
- Team Composition (minimal requirements): Team Leader, Flag Folder, Bugler, Firing Party Commander, 3-7 Firing Party Members (odd number of firers), and Chaplain if requested. TM Leader, Flag Folder and Bugler conduct the Flag Fold; personnel required provide pall bearing if requested by the family.
- Note: The Three Soldier Fold is the standard on Full Honors.

8-3 Special Full Honors (Twenty-one Soldier Detail). The 21 Soldier detail is NOT currently authorized IAW DA guidance and the current MDEP.

- Criteria: Designated for a Service Member killed in action, a Medal of Honor Recipient, General Officer, and Command Sergeant Major or Sergeant Major.

- Elements: Ceremony may consist of twenty-one (21) personnel to conduct Pall-bearing, Ceremonial Rifle Volleys, Taps, Flag Fold, Presentation, Color Guard and Chaplain.
- Team Composition: NCOIC, Assistant, Bugler, Six (6) pall bearers; Firing Party Commander, seven (7) firing party members, four (4) Color Guard Members, and Chaplain.
- Note: Not currently authorized or funded by the MDEP-VMBH.

8-4 Military Honorable Transfers (Planeside) Requirements. The Planeside Honors are typically directed by the Army Casualty Assistance Center and provide for Service Members that were Killed in Action or died on duty.

- Criteria: Designated for eligible deceased service members that become deceased on military service (on-duty).
- Elements: Ceremony may consist of six (6) to eleven (11) personnel to conduct pall-bearer and color guard requirements. Honorable Transfers provides respect at designated airfields in order to transport deceased service members to the designated location requested by the PNOK or Person Authorized to Direct Disposition (PADD).
- Team Composition (minimum requirements): Six (6) pall bearers; additionally a TM Leader and Color Guard can be provided.

Chapter 9

Funeral Request Processing, Database Entry, and Reporting Procedures

9-1 MFH Program Funeral Honor Request Form. The Honors request should be properly filled out by the authorized requestor and faxed/emailed to the State MFH Program Honor Guard office. Once the Military Funeral Honors request is received with the discharge by the State MFH Program all documents will be reviewed to ensure that it is properly filled out and accurate (i.e. deceased information, SSN, date, time, location, etc...) Contact **will be** made with the funeral home or representative by the personnel handling the received request to call service to verify information. The Honors request will then be immediately entered into the MFH Database. It will be the responsibility of the area coordinator/NCOIC to add the participants assigned to the mission and complete the mission AAR in the MFH DB. An electronic request will then be completed and sent out to the appropriate area coordinator, either through the TAPS Database or email. The area coordinator will then be called and/or texted via cell phone with the mission information. The electronic request will be saved into the monthly file of the appropriate region, and entered onto the activity log.

9-2 Team Assignment. The Honor Guard State Coordinator or designated representative will assign funeral requests based on the regional area of the funeral. The area coordinator of the assigned region will be responsible for setting up the mission and making contact with the funeral home. If the area coordinator cannot support the funeral request; he/she should work with other area coordinators, VSOs, Retirees, and all available resources to include the central office, most likely located at the state JFHQ, to support the mission.

9-3 Military Funeral Honors Database. It is imperative the State MFH Program accurately reports honors performed in the RCMS Military Funeral Honors Database website on a daily basis. The ARNG-G1 web site for reporting participation in MFH is: <https://arngg1.ngb.army.mil/portal>

9-3.1 The MFH report is essential for each state. NGB requires monthly reports from the MFH Database.

9-3.2. MFH data will be entered into the database by a designated representative on a daily basis upon receipt of missions. State Coordinators are responsible for accuracy of entered participant information into the MFH database upon the receipt and assignment of missions.

9-3.3. State Coordinators are required to complete the mission requirements in the database within 48 hours of completing the mission. All missions will be completed in as timely a manner as possible in order to ensure the central office and the ARNG have the most current and up-to date data. Additionally, this information supports the processing of payroll paperwork for M-Day and VSOs.

9-3.4. The MFH Database will be checked and monitored for accuracy routinely by the State Coordinator, full time technician, and/or the HG NCOIC.

Chapter 10

Mission Preparation/Execution (Plan, Prepare, Execute, and Assess Checklists)

10-1 Upon receipt of mission, prior to departure from office/armory.

10-1.1 Contact the funeral home and introduce yourself as the Team Leader.

10-1.2 Verify name of deceased, date, time, level of honors, type of service (casket / cremation), and any other information needed to ensure the success of the mission.

10-1.3 Location of cemetery, church, funeral home, or desired location MFH will be needed.

10-1.4 Ensure funeral home has the proper 5 x 9 ½ Internment Flag for the military member.

10-1.5 Verify funeral director in charge, other POC, and any alternate contact numbers needed.

10-1.6 Ensure all team members are made aware of mission date, proper uniform, departure time, as well as any other travel arrangements that need to be made.

10-1.7 Complete Arms, Ammunition and Explosives (AA&E) request for transportation of weapons (if necessary).

10-1.8 Complete Pre-operation PMCS when GSA vehicles will be utilized for transport and secure "Trip Packet," which will include the following:

- Copy of mission request
- Printed map and/or directions, POC contact information
- Vehicle folder with gas card
- Spare Flag (new)
- Ceremonial Bugle with extra 9-volt batteries
- Weapons, AA&E Form, and appropriate blank ammunition (if needed).

10-2 Arrival at gravesite or specified service location.

10-2.1 Below is a basic summary refer to Honor Guard SOP for full details, procedures, and compliance with the National Standard.

10-2.2 Team will arrive No Later Than (NLT) 1 hour prior to scheduled funeral time in ASUs prepared to conduct MFH. Ensures setup is advantageous to the execution of proper military honors; setup, access, room, distance, and etc.

10-2.3 Upon arrival, Detail will recon the gravesite checking for obstructions at the gravesite, choose the direction to face at the conclusion of the flag- folding, and identify the route to be taken to the transportation, whenever possible taking the team behind the chairs/ tent and out of sight of the family.

10-2.4 Makes contact with funeral director as needed, introduces himself/herself as the Team Leader, and verifies the following details:

- Mock Up for Casket Bearers
- Next of Kin (NOK) and seating position of NOK
- Sequence of events for service. The Team Leader will confirm with the funeral director whether the flag gets folded before or after committal service is complete (Usually after committal service).

10-2.5 Ensure proper communication between you and funeral director / POC at all times.

10-3 Upon completion of the mission.

10-3.1 Ensure that brass is recovered and that weapons are properly cleared IAW SOP (if applicable).

10-3.2 Complete a mission debrief/After Action Review (AAR) prior to departing the cemetery or location of funeral.

10-3.3 Upon return to office or Armory ensure that government vehicles are topped off, cleaned out, and that an After Operation PMCS is completed when GSA vehicles have been utilized for transport; weapons are secured (if appl.), complete entry of mission data within MFH database, annotate payroll paperwork for M-Day Soldiers.

10-3.4 Ensure all mission data is inputted into the MFH Database; to include, AAR with vehicle mileage and fuel data. Ensure mission is closed with full DMDC compliance.

Chapter 11

Honor Guard Leave/Pass/Sick Policy

11-1 Purpose. This chapter prescribes the policies and procedures governing leave and passes for service members on extended Military Funeral Honors (MFH) duty.

11-2 Authority. The MFH leave program will be managed by the NCOIC of the MFH Program. He/she will manage and approve leaves that are forecasted at least two weeks prior to the leave start date. The NCOIC or the full time technician are the only individuals assigned to this program that have the authority to approve/disapprove leave requests or to grant passes. (As stated in AR 600-8)

11-3 Leave Accrual and the Military Funeral Honors Annual Leave Program.

11-3.1 Funeral Honors personnel on 30 consecutive days or longer will accrue leave, IAW AR 600-8-10, at a rate of 2.5 days for each month of active duty.

11-3.2 The MFH Program annual leave program is designed to provide maximum opportunity for Full Time National Guard (FTNGD-OS) MFH personnel Soldiers to take leave. Advanced leave is strongly discouraged, but will be considered on a case by case basis. While Leave is an entitlement and not a privilege, situations may arise where a leave request is denied. If such a leave request were to be denied a valid reason would be provided in item 17 of the DA Form 31.

11-3.3 Funeral Honors personnel are not required to use their entire 30 days leave each **fiscal** year, but no more than 15 days may be carried over into the next fiscal year. See AR 600-8-10 and/or Memorandum, ARNG-HRH Policy Memo (PPOM#12-016), 03 April 2013; Subject: Implementation Guidance for Army National Guard Personnel to Carryover Annual Leave to a Soldier's Next Period of Active Duty. Ensure that Federal Law and Policy is not violated as well as State policies are adhered to.

11-3.4 The individual must get their area coordinator's/supervisor's signature in Block 12 of the DA 31 prior to submitting the leave request to the central office. The leave request will then be submitted to the Leave Program Manager for scheduling and approval; follow State guidance and systems for submitting.

11-3.5 The Leave Program Manager will verify the requestor's leave balance through My Pay or a current LES.

11-3.5 All leave authorizations must be IAW AR 600-8-10, Leaves and Passes.

11-4 Emergency Leave.

11-4.1 Emergency leave is chargeable leave and members are authorized to use accrued and advanced leave for emergency reasons.

11-4.2 Funeral Honors personnel may request emergency leave with Commanders approval.

11-4.3 The Leave Program Manager is the approval authority for emergency leave.

11-4.4 Funeral Honors personnel may be authorized Emergency Leave for any one of the following situations:

- Death of an immediate family member.
- Presence will contribute to the welfare of a terminally ill member of the immediate family.
- For a serious situation of an immediate family member involving an accident, illness, or major surgery that cannot be postponed due to the urgency of the medical condition.

11-4.5 Immediate family members are defined as the following members of either the Service member's or spouses family:

- Spouse
- Parents, including stepparents
- Children, including stepchildren
- Brothers & Sisters, including stepbrothers / stepsisters
- Grandparents when the relationship was one of loco parentis

11-4.6 All leave authorizations must be IAW AR 600-8-10, Leaves and Passes.

11-5 Passes

11-5.1 A pass is a short, non-chargeable, authorized absence from one's place of duty. Passes are not a right to which one is entitled, but a privilege to be awarded to deserving Soldiers. All passes must be IAW AR 600-8-10, Leaves and Passes.

11-5.2 The Military Authority or delegated authority is the approval authority for passes.

11-5.3 Passes may be granted for the following reason:

- As special recognition for exceptional performance of duty.

- Following duty on a public holiday. Such time off may be granted the first day after the public holiday, except in unusual circumstances.
- Other situations at the discretion of the Leave Program Manager.

11-6 Sick-in-Quarters

11-6.1 If a MFH member becomes sick and that illness causes the individual to miss work, two things will occur: the individual will contact the MFH main office as soon as possible; and, secondly, the individual will contact their original place of duty (ie, region office) to notify his/her chain of command of his/her illness.

11-6.2 If individual is unable to work for two consecutive days or more, the individual must provide a statement to the MFH office from an attending physician verifying the inclusive dates of illness. If a statement is not provided to the MFH office, the MFH member will be charged ordinary leave for the days missed and will be counseled by his/her Area/Regional Coordinator.

11-7 Sick-in-Hospital.

11-7.1 This status is used for personnel who are hospitalized due to illness or injury. The MFH member will be excused from assigned duties and will not be charged leave.

11-7.2 The MFH member will provide the MFH Office with the following as soon as possible given the situation and his/her ability to contact the Chain of Command:

- The date and place of treatment
- The nature of illness or injury
- The circumstances surrounding the illness or injury
- The name of attending physician.

Chapter 12

Military Bearing, Appearance and Fitness Standards

12-1 Physical fitness and acceptable weight standards are critical factors in personal appearance. Soldiers that do not meet the height and weight standards described in AR 600-9 will not perform in any MFH ceremonial capacity.

12-2 All MFH Program members will comply with FM 7-22, Chapter 14 Army Physical Fitness Test standards; adherence will be verified through Soldiers parent unit.

12-3 A normal fitness routine is highly encouraged for all HG personnel. Honor Guard members uphold themselves to a higher standard in physical fitness and will meet height and weight standards IAW AR 600-9; they will also at all times meet physical fitness standards as outlined in AR 350-1 and FM 7-22. All State AGR requirements will apply for Honor Guard members funded under VMBH 1N funds and encouraged to be enforced for Soldiers supported under VMBH 1C funds.

12-4 Uniform Dress and Appearance

The ARNG Honor Guard represents the entire United States Army and is judged in part by the manner in which individual Soldiers of this program wear their uniforms. A neat and well-groomed appearance for all Soldiers is fundamental to the Honor Guards mission accomplishment. It is the responsibility of the entire chain of command to ensure that Soldiers present a neat and Soldierly appearance. It is the duty of all Soldiers to take pride in their appearance.

12-5 All MFH members will maintain their uniforms to a standard of excellence.

12-6 The only authorized uniforms for MFH details are the Army Service Uniform (Dress Blue uniform). The Army Combat Uniform (ACU) **will not** be worn. All MFH members will be uniformed in the same attire when performing together.

12-7 MFH Program Honor Guard personnel will wear uniforms IAW Army Regulation (AR) 670-1 and in compliance with the ARNG Honor Guard SOP. Honor Guard members hold themselves to a higher standard in appearance and must present perfectly during MFH mission requirements; NCOIC will ensure that all members uphold a high standard of appearance IAW Honor Guard SOP.

12-8 The travel uniform is typically military duty uniform (ACUs); alternate travel uniforms may be authorized by State Military Authorities due to special circumstances. In all cases they will remain professional and may include the wearing of the polo shirt and windbreaker when deemed appropriate.

12-9 All VSO members should be professional in appearance during the rendering of MFH and should be similarly attired. VSO members are required to have a uniform type clothing; uniform of that organization (matching slacks, jacket, tie, cap, and organizational pins). The BDU uniform will **not** be worn for MFH ceremonies.

Chapter 13

Weapons and Ammunition/Physical Security

13-1 All MFH participants must be in compliance with the safety and proper procedures of military firearms. The M-14 rifle is the **PREFERRED** weapon for use by ARNG MFH firing party details.

13-2 All Honor Guard personnel, policies, and security will be in compliance with Army Regulation 190-11 (Physical Security of Arms Ammunition, and Explosives) while storing, transporting, and possessing weapons and ammunition.

13-3 All weapons used for Honor Guard Ceremonies must be handled in a professional manner at all times. An unloaded rifle will be carried at the appropriate Carry Arms position by the right side while walking. A loaded rifle will be carried at the appropriate Port Arms position by the Soldier.

13-4 As described in the Performance Standard Operating Procedures, all rifles will be unloaded and cleared by the Detail Leader or the Firing Party Commander in a professional manner as described by policy prior to departing the cemetery or place of service. Weapons are cleared by the individual and verified by the Detail Leader prior to departing the Funeral Honor site, entering transportation, Arms Room or other authorized location of storage.

13-5 Blank ammunition for the M-14 and/or the M-16/M4 rifle will be requested and forecasted in compliance with State guidance and policies. This is typically done by JFHQ unit full-time Readiness NCO or NCOIC of the Honor Guard through the training ammunition coordinator of the State. MFH NCOIC will ensure an accurate burn-rate is requested, based upon the estimated number of funerals supported by the unit for the designated request.

13-6 The ARNG is NOT authorized to provide weapons or blank ammunition to any VSO. Reimbursement to VSOs for costs associated with the maintenance or use of their ceremonial weapons or blank ammunition is not authorized. VSOs can obtain information about the procurement of ceremonial weapons and blank ammunition from the U.S. Government at no charge; inform VSO to contact TACOM-RI, B14 End Item Manager at 309-782-2194. Proper M14 National Stock Number is 1005-00-589-1271.

Chapter 14

Supplies, Equipment and Funding

14-1 The use of government telephones and cellular phones for coordination, planning, training, and performance of MFH for veterans is authorized.

14-2 Operations and Maintenance National Guard (OMNG) Funding 2065 is used to purchase supplies/equipment required to provide a dignified military burial IAW congressional mandates.

14-3 The following is a list of supplies and equipment that can be provided if authorized funds by the Budget Authority for the performance of MFH. Any item not listed that the State deems necessary may be purchased using OMNG funding provided that it does not violate fiscal law, annual MDEP, the State MFH Military Authority authorizes with acknowledgement and consent of the State USPF&O. States should advise and receive authorization from the MFH Program Manager for items not specifically listed below:

14-3.1 Flags (Training, internment size), Caskets (Training), and Church Carts (Training).

14-3.2 Ceremonial Bugle Kit (bugle, insert, carrying case and repair of insert).

14-3.3 Other Audio Equipment required for the playing of TAPS.

14-3.4 Authorized items in order to establish and maintain the Military Funeral Honor Details.

14-3.5 Authorized items in order to support the administrative and logistical requirements of the Military Funeral Honor Details.

14-3.6 Authorized Stipend for Military Funeral Honor Support (Retirees, VSOs, Buglers, and ROTC Cadets).

14-3.6 Authorized Travel Reimbursement in support of Military Funeral Honor Functions (Military Funeral Honors, Planeside Honors, Memorials, and AP3 VSO Training).

14-3.7 Authorized GSA Requirements in support of Military Funeral Honor Functions.

14-4 Each State is required to know, understand, and follow the annual MDEP-VMBH guidance to ensure the above items remain authorized and to review additional requirements under OMNG funding guidance. All purchases IAW above or current MDEP must be approved by State MFH Military Authority, IMPAC Credit Card Billing Official and State USPF&O. Any purchases outside the MDEP guidance will be presented to MFH Program Manager.

Chapter 15

Transportation and Lodging

15-1 GSA government transportation. GSA Transportation is dedicated to the Program or provided by the GSA Fleet Manager is for official military purposes only. The Fleet Manager will assign vehicles to the Program for MFH daily use. These GSA vehicles will be maintained IAW the State for GSA Fleet Management directed by the Department of Transportation. Only military personnel are authorized to travel in a GSA vehicle.

15-1.1 The following are the only authorized persons in MFH to request additional vehicles in order to fulfill the mission: the State MFH Military Authority in conjunction with mission requirements presented by the State Coordinator, NCOIC, and/or the Full-Time Technician. The authorized person may acquire the use of GSA vehicles through the Transportation Motor Pool (TMP), J1, or other available resources as necessary.

15-1.2 Mileage will be recorded daily by the driver in the vehicle log, and the GSA folder will be properly maintained at all times. GSA vehicles should be inspected daily by the driver(s) to ensure that they are serviceable for use (i.e. oil, tires, and basic vehicle maintenance).

15-1.3 Ensure accurate mileage has been entered into the MFH database. Mileage will be recorded in the MFH Database for each individual mission; each mission After Action Review in the MFH Database will identify mileage used and fuel cost for that specific MFH mission.

15-1.4 The US Bank Fleet card issued to the vehicle is to be used for authorized type fuel; typically Regular gasoline unless otherwise authorized by the GSA Fleet Manager. Receipts for gas are saved and entered into the GSA vehicle folder; all State Director of Logistics and/or Director of Transportation guidance is applicable and adhered to.

15-1.5 Ensure the GSA vehicles are maintained and clean. The driver and/or the Team Leader are ultimately responsible for the vehicle. Trash must be cleaned out of the vehicles daily if driven, and vehicles should be further cleaned on the exterior and interior as needed. These vehicles should present the same professional military image as the uniformed Soldier performing military honors.

15-1.6 Mileage will be reported via email by the Area Coordinator or a designated representative to the State Coordinator/Technician NLT the 9th day of every month so that it can be reported to the Transportation Motor Pool (TMP) no later than the 10th.

15-1.7 All Soldiers that drive GSA vehicles will complete the online Driver Safety Course each year prior to being allowed to drive.

15-2 Rental vehicles for government use.

If MDEP-VMBH authorizes or supports the Honor Guard rental vehicles; vehicles must only be used only for official military purposes. State authorization is from the State MFH Military Authority in conjunction with requirements presented by the State Coordinator, NCOIC, and/or Full-Time Technician. The rental vehicles are maintained IAW established guidelines for monitoring military vehicles. Only military personnel are authorized to travel in the rental vehicles.

15-2.1 Mileage will be recorded daily by the driver in the vehicle log, and the GSA folder will be properly maintained at all times. GSA vehicles should be inspected daily by the driver(s) to ensure that they are serviceable for use (i.e. oil, tires, and basic vehicle maintenance).

15-2.2 The GSA IMPAC / Voyager card (if provided), issued to the vehicle is to be used for regular gasoline only unless otherwise directed or authorized by State. Receipts for gas will be saved and entered into the vehicle folder IAW State established guidance for provide fuel cards.

15-2.3 The driver and/or the Team Leader are ultimately responsible for the vehicle. Trash must be cleaned out of the vehicles daily, if driven, and vehicles should be further cleaned on the exterior and interior as needed. These vehicles should present the same professional military image as the unformed Soldier performing military honors.

15-3 Reimbursement of Expenses: MFH Program support personnel may be reimbursed for the use of privately owned vehicles (POV) at the standard IAW the current GSA Rate (<http://www.gsa.gov/portal/content/104877>) directly to and from the duty location when the distance travelled is in excess of 50 miles, roundtrip, from the service member's domicile. Reimbursement for lodging and per diem may be authorized, when identified and authorized in advance, for overnight travel required in support of the MFH for a veteran.

Chapter 16

Pay and Duty Status

16-1 Weekly Pay. Pay will be generated once a week by the Full Time Technician using the MFH Database/NGB 105 and/or My Unit Pay where available. Processing will be done weekly and actual pay schedules are based on individual State directives.

16-2 Traditional ARNG Drilling Soldiers

16-2.1 Public law allows traditional Soldiers to receive a day's base pay or a \$50 stipend, whichever is greater, for preparation and performance of MFH. The Soldier must perform a minimum of four (4) hours per day in order to receive the base pay/stipend. The Soldier will also receive a retirement point for each day of training and/or performance of MFH. The number of days paid or retirement points earned for MFH cannot exceed 365 in a single year. The Soldier cannot receive more than one day's base pay/stipend and retirement point regardless of the number of MFH performed per day.

16-2.2 There is a National Guard Pay and Allowances (NGPA) open allotment funding Army Management Structure Code (AMSCO) (1C11.0200 and 1C31.0200) available for these Soldiers who participate in an M-Day status.

16-2.3 Soldiers may be in a MFH status to train, maintain equipment, and perform MFH as needed. M-Day Soldiers are authorized one training day if required after performing five funeral honor missions. MFH State Coordinator will ensure all duty is recorded correctly in the MFH Database.

16-2.4 All training man-days will be annotated on a MFH duty record by the MFH coordinator or designated representative and reported to NGB on the monthly report (TAPS).

16-3 Honor Guard Member Duty Status for AGR and Technicians

16-3.1 Military Technicians may be granted administrative leave for up to four hours in any one-day while participating as a member of an MFH drill. Technicians in the proper leave status may perform MFH and receive one day base pay. Technicians must take either four (4) hours of annual leave (LA), or military leave (LM), to be paid if during their duty day.

16-3.2 In accordance with a legal determination AGR status Soldiers can be used to perform MFH; they may also provide training, equipment maintenance, administration, and observation of MFH. This must be on a limited basis and become a primary responsibility. General rule is no more than 1-2 days at a time anything over 3 consideration for temporary change of their duty status needs to be considered.

16-3.3 State employees who participate in MFH in a paid status will be required to be charged a minimum of four (4) hours annual leave.

16-4 Military Retirees

16-4.1 Military retirees may receive a \$50 stipend for performing MFH. The \$50 stipend must be processed using 2065 OMNG funds. The AMSCO for the funding is 133G92.FO.

16-4.2 The stipend for military retirees will be processed using IAW guidance listed in Chapter 3, Claim for Reimbursement for Expenditures on Official Business. The request for payment will be processed through the USP&FO and completed IAW state guidance. The payment for services/stipend will be made through Commercial Accounts Payable System (CAPS). CAPS will automatically produce an SF 1099 for anyone who earns more than \$600 during a tax year. CAPS will not collect state or federal taxes from any earnings.

16-5 Veterans Service Organizations. There is a \$50 stipend authorized for VSO organizations/posts, not individuals, which are certified IAW AP3 Program Guidance mandated by DOD to perform MFH IAW the ARNG SOP. The DODI 1300.15 encourages the use of VSOs in order to provide additional elements for all Veterans or as a force multiplier to assist with Full Honor requirements when uniformed personnel are limited.

16-6 Contract Bugler. A contract bugler may be paid for his/her services using 2065 OMNG funds. If the bugler is to perform multiple funerals based on a needed requirement; a contract may be established through the Purchasing and Contracting Office at the USP&FO using DA Form 3953, Purchase Request and commitment. If the services provided are not ongoing, the bugler may be paid using the SF 1164.

Appendix A – Reference List

References: These are the essential references for the ARNG MFH program.

Public Law 106-398 ~ Section 575, 06 October 2000; The Floyd D. Spence National Defense Authorization Act (NDAA) for Fiscal Year 2001

Title 10 United States Code (USC) ~ 1491; Funeral Honors Functions at funerals for Veterans

Title 10 USC ~ 985; Miscellaneous Prohibition and Penalties; Denial of specified burial related benefits

Title 32 USC ~ 114; National Guard, Funeral honor functions at funerals for Veterans

Title 32 USC ~ 115; National Guard, Funeral honors duty performed as a Federal function

Title 38 USC ~ Chapter 23; Veterans Burial Benefits

DoD Instruction 1300.15, 22 October 2007; Military Funeral Honors Support

DoD Instruction 7000.14-R ~ VOLUME 9, CHAPTER 4; Transportation Allowances

Memorandum, Office Secretary of Defense, 10 December 1999; Subject: Military Funeral Support

DFAS Manual 37-100-15, 08 October 2014; ARNG Operation and Maintenance (2065) Army Management Structure Codes Guidance

DFAS Manual 37-100-14, 08 October 2014; National Guard Personnel Army (2060) Army Management Structure Codes Guidance

Army Regulation 600-25, 24 September 2004; Salutes, Honors, and Visits of Courtesy

Army Regulation 840-10, 01 November 1998; Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

Army Regulation 600-8-10, 04 August 2011; Leaves and Passes

Army Regulation 600-9, 28 June 2013; The Army Body Composition Program

Army Regulation 350-1, 19 August 2014; Army Training and Leader Development

Army Regulation 190-16, 28 June 1991; Army Physical Security

Army Regulation 11-2, 11 January 2010; Army Managers Internal Control Program

Appendix A – Reference List

Army Training Circular TC 3-21.5 (FM 22-5); Drill and Ceremonies

NG Regulation 600-200, 31 July 2009; Enlisted Personnel Management

Memorandum, Deputy Director Army National Guard, 12 June 2008; Subject: Army National Guard Support for Military Funeral Honors for Veterans

Memorandum, NGB-ARZ-HR, 10 January 2008; Subject: Army National Guard Support for Military Funeral Honors for Veterans

Memorandum, NGB-G1, 20 August 2007; Subject: Army National Guard Support for Military Funeral Honors for Veterans

Memorandum, ARNG-HRH Policy Memo (PPOM#13-020), 16 May 2013; Subject: Guidance for Full-Time National Guard Duty for Operational Support (FTNGD-OS) Performed Pursuant to Title 32 USC, Section 502(f), other than AGR/Counter-Drug

Memorandum, ARNG-HRH Policy Memo (PPOM#12-016), 03 April 2013; Subject: Implementation Guidance for Army National Guard Personnel to Carry Over Annual Leave to a Soldier's Next Period of Active Duty

Memorandum, NGB-SFSS, 28 April 2008; Subject: Right of First Refusal for Parent Service of Eligible Beneficiary

Annual ARNG-HRS Management Decision Package (MDEP)-Veteran Military Burial Honors (VMBH)

Army National Guard MFH Procedures, 01 October 2009; Honor Guard Training SOP

Army Knowledge Online (AKO), User Group ~ ARNG Honor Guard

Appendix B – Glossary

Active Duty Operational Support (ADOS): An authorized voluntary tour of active duty performed pursuant to a Title 10 USC, Section 12301(d), other than AGR duty. It includes active duty for training (ADT) performed at the request of an organizational or operational commander; active duty or ADT performed as a result of reimbursable funding; **FUNERAL HONORS** duty performed not in an inactive duty status; and active duty performed by members of Retired Reserve not receiving regular Retired Pay.

Authorized Providers (AP3): Individuals or groups recognized by a Secretary of a Military Department or the Commandant of the Coast Guard, who are not members of the Military Services or employees of the United States and who augment the uniformed members of a military funeral honors detail. Authorized providers may include, but are not limited to, veterans' service organizations, members of the Reserve Officer Training Corps, Military Retirees, and other appropriate individuals and organizations that support the rendering of Military funeral honors.

Authorized Representative: A person chosen by the next of kin to represent them in matters dealing with the loss of the eligible beneficiary.

Ceremonies; Formations and movements in which a number of troops execute movements in unison and with precision just as in drill; however, their primary value is to render honors, preserve tradition, and stimulate esprit de corps.

Cordon: A line of Soldiers to honor a dignitary upon entering or exiting from a given place or vehicle.

Drill: Certain movements by which a unit or individuals move in a uniform manner from one formation to another, or from one place to another. Movements are executed in unison and with precision.

Eligible Beneficiaries for MFHs: Deceased active duty personnel and veterans, as defined in section 1491 of Reference (k) and paragraph E2.12.

Federal Capital Crime: The term "Federal capital crime" means an offense under Federal law for which the death penalty or life imprisonment may be imposed.

Formation Alignment: The arrangement of several elements on the same line.

Formation Base: The element on which a movement is planned or regulated.

Formation Cadence: The uniform rhythm in which a movement is executed, or the number of steps or counts per minute at which a movement is executed. Drill movements are normally executed at the cadence of quick time or double time. Quick time is the cadence of 120 counts or steps per minute; double time is the cadence of 180 counts or steps per minute.

Appendix B – Glossary

Formation Column: A formation in which the elements are one behind the other. In a platoon column, the member of each squad are one behind the other, with the

Formation Cover: Aligning one-self directly behind the one immediately the front while maintaining correct distance.

Formation Distance: The space between elements when the elements are one behind the other. Between units, it varies with the size of the formation; between individuals, it is an arm's length to the front plus 6 inches or about 36 inches, measured from the chest of one to the back of the one immediate to their front.

Formation Line: A formation in which the elements are side by side or abreast of each other. In a platoon line, the members of each squad are abreast of each other with the squads one behind the other.

Full-Time National Guard Duty – Operational Support (FTNGD-OS): an authorized voluntary tour of full-time duty performed pursuant to Title 32 USC, Section 502(f), other than AGR, it does not include “counter-drug” duty performed under 32 USC 112; it does include training performed at the request of an organizational or operational commander; performed as a result of reimbursable funding; and **FUNERAL HONORS** duty performed not in an inactive duty status.

Funeral Director: A State-licensed individual responsible for arranging all burial details, to include requesting military funeral honors.

Management Decision Package (MDEP): Documents capabilities and requirements; responsible for integrating and justifying requirements. MDEPs are grouped according to capability to highlight the linkage between guidance and budget.

Military Funeral Honors: The ceremonial paying of respect and the final demonstration of the country's gratitude to those who, in times of war and peace, have faithfully defended our Nation. The military funeral honors ceremony consists of, at a minimum, the folding and presentation of the American flag and the sounding of Taps by a detail of two uniformed members of the Military Services. At least one of the detail's members shall be from the parent Service of the eligible beneficiary.

Military Funeral Honors Program: The military office of the ARNG, as directed by the Adjutant General (TAG), responsible for arranging the delivery of MFHs IAW federal and NGB guidance.

Personnel Eligible for Military Funeral Honors: Deceased active duty personnel and veterans (as defined in 10 USC, 1491), which includes members and former members of the selective reserve (as defined in 38 USC 2301(f)).

Appendix B – Glossary

Program Budget Advisory Committees (PBACs): an established committee within organizations/States that review/oversee program budget requirements, procurement and allocations.

Regional Honors Coordinator: The military office, as directed by each Military Service, responsible for arranging the delivery of Military funeral honors within a specified geographic region.

Service Representative: Uniformed member of the parent Service of the eligible beneficiary who leads the honors detail and presents the flag to the next of kin.

Selective Reserve: Includes Soldiers, Marines, Sailors, and Airmen who are or were drilling members of a RC or ARNG unit.

State Capital Crime: The term “State capital crime” means, under State law, the willful, deliberate, or premeditated unlawful killing of another human being for which the death penalty or life imprisonment without parole may be imposed.

TAPS: The traditional lights out musical composition played at military funerals and memorial services. The official version of Taps is played by a single bugle.

Under Dishonorable Conditions: For the purposes of determining eligibility for military funeral honors in accordance with Reference (k) and this Instruction, individuals who have at any time been discharged or released from military service with any of the following characterizations of service or under any of the following circumstances, shall be considered to have been discharged or released under dishonorable conditions, and Military funeral honors shall not be provided:

- A dishonorable discharge.
- A bad conduct discharge.
- A dismissal from the Service awarded by courts-martial.
- An under other than honorable conditions discharge.
- An officer resignation for the good of the service in lieu of courts-martial, which results in a discharge characterization of under other than honorable conditions.

Veteran: A decedent who:

- Served in the active military, naval, or air service, as defined in section 101(24) of Reference (h) and was discharged or released under conditions other than dishonorable by means of an honorable or under honorable conditions (general) discharge; or
- was a member or former member of the Selected Reserve, as described section 2301(f) of Reference (h)

Appendix C – Current MDEP

NGB-HRS is the publishing agency.

NGB Publishes New MDEP Guidance each FY; below is the FY15 Guidance extract to be used as a referenced example. MDEP provides VMBH Funding Guidance for 2065 OMNG and 2060 NGPA funding codes.

-----EXAMPLE-----

Military Burial Honors Activities (2065/OMNG)

MDEP: VMBH

Functional Area: 133G92VMBH

TDC: N/A

Internal Order: 80030690

1. Purpose: Provide Military Funeral Honor (MFH) resource and program guidance to the 50 States, 3 Territories, and the District of Columbia (States) for Fiscal Year 2015 (FY15) to ensure statutory and regulatory compliance and stewardship of resources.
2. Program Management: MFH National Guard Operations and Maintenance (OMNG) funding supports the core MFH activities in each State.
 - a. Intent: The intent of funding is to support the day-to-day operations for MFH missions including travel, funeral honors, training, and equipment.
 - b. Objectives: The objectives of the program are to conduct MFH in response to requests from the Casualty and Mortuary Affairs Operations Center (CMAOC), regional Casualty Assistance Centers (CAC), Families, and Funeral Directors. The metrics used to measure these objectives include volume of missions conducted for grave site funerals, memorials, and plane side honors and additional metrics to accurately capture the volume of personnel, duty status, miles driven, and other costs.
 - c. Guidance: MFH OMNG funding supports the core MFH activities in each State/Territory (S/T). The State MFH Coordinator must contact the nearest Installation's Funeral Honors Coordinator to utilize the "first right of refusal" with other service organizations within a fifty mile radius of an Active Duty Military Installation. This will help reduce the cost of travel for the State MFH teams. States should eliminate government cell phone contracts from the OMNG budget to become more efficient with available funds. General Services Administration (GSA) vehicles must be funded through the QLOG Management Decision Package (MDEP) and not the VMBH MDEP. The States must provide the GSA Fleet to support funeral honors if they are reasonably available. If GSA vehicles are not available, MFH teams should utilize other State ARNG assets or utilize

Appendix C – Current MDEP

Privately Owned Vehicles (POVs) to accomplish the mission. If POVs are used, MFH OMNG funding is available for reimbursement. States are directed to first seek additional funds through their individual State Program Budget Advisory Committees (PBACs) in the event they require additional funds. Any request to the National Guard Bureau (NGB) for additional funding requires a written reason from the State Program Manager (PM) as to why the State could not fund the request.

- d. Specified Tasks: MFH OMNG funding must be used for the following operational/logistical activities in order to accomplish program goals:
- (1) Establish and maintain the MFH Details.
 - (2) Support the annual travel requirements of MFH participants.
 - (3) Support the administrative and logistical requirements of MFH participants.
 - (4) Support State MFH participant training.
 - (5) Create efficiencies to reduce overhead costs such as:
 - i. Conduct periodic reviews of contracts to reduce costs.
 - ii. Develop internal State checklists to ensure that the MFH program is operating in the most efficient manner.
 - iii. Utilize a Two-Soldier Detail when performing honors for veterans and Nine-Soldier Details when performing honors for deceased active duty Soldiers and retired veterans. Any Soldiers who attend over the required Two-Soldier Detail or the Nine-Soldier Detail must not be paid via VMBH program. They must be attendants to the Funeral rather than participants and perform in a non-pay status.
 - iv. Utilize the Active Army funeral honors teams when within a 50-mile radius of an active-component military installation.
 - v. The Service Secretary of the respective deceased veteran is responsible for ensuring MFH is provided. The ARNG will ensure the service component the veteran served is afforded the opportunity to bury the veteran before accepting the mission. Ensure “first right of refusal” is being enforced.

Appendix C – Current MDEP

- (6) States will record “memorial” missions appropriately in the MFH Database. Memorial missions are defined as presenting a flag to the next of kin of a veteran that has already been buried. States will not count multiple memorials as individual funerals.
 - (7) Train and certify Veteran Service Organizations (VSOs) under the Authorized Provider Partnership Program (AP3) in order to receive the VSO stipend. The Military Authorities must inform VSOs to self-register in the Central Contractor Registration (CCR) to create an FMZ1 that produces a Commercial and Government Entity Code (CAGE CODE) to obligate funds due to the transition to General Fund Enterprise Business System (GFEBS). The CAGE CODE authorizes the \$50.00 stipend to be paid under miscellaneous payments. MFH support falls under miscellaneous payment.
 - (8) Ensure State MFH Coordinators (or designee) enter their MFH execution data and all related information into the MFH database for each completed mission in an accurate and timely manner. Failure to record MFH data will result in reduced resources in future years (see methodology). The information from MFHs is utilized to build the Program Objective Memorandum (POM) requirements for the VMBH program. All information should be entered into MFH database no later than 24 hours after completion of mission.
- 3. Resource Management:**
- a. Funding Model: The MFH OMNG funding model considered a function of two distinct calculations with each weighted 50% of the total: 50% of the total funding provided to each State is based on a three-year average of the quantity of funerals performed and 50% of the total funding provided to each State is based on the three-year average dollars executed in the previous three years. This methodology allows the National Guard Bureau (NGB) to consider the individual funeral honors cost difference between States and ensure the States that perform a high volume of funerals are adequately resourced.
 - b. Contracts:
 - (1) Indefinite Delivery / Indefinite Quantity (IDIQ): Military Funeral Honors (MFH) was combined with Survivor Outreach Services (SOS) under the IDIQ contract which was approved February 2012 and took affect 12 April 2012. This means that the roles and duties of the contractors have been expanded to meet the requirements of Task Order #4 of the IDIQ. However, the primary responsibility of MFH and SOS Coordinators remains unchanged. MFH and SOS Coordinators must continue to focus and provide support to their respective programs.

Appendix C – Current MDEP

- (2) Master Cooperative Agreement (MCA): N/A
 - (3) Blanket Purchase Agreement (BPA): N/A
 - c. Funding Distribution: Funding is sent through Resource Management Online (RM-Online) / General Fund Enterprise Business System (GFEBS) to the States. States will receive 100% of their MFH OMNG funding at the beginning of FY15. At the beginning of the FY 4th Quarter, States/Territories should evaluate their status and burn rate of VMBH 2065 funds, and initiate methods to ensure funds are executed accordingly. If excess funds are projected by the end of the FY, the State/Territory should work with their respective USPFO to transfer funds to other programs or turn back into NGB.
 - d. Funding Execution: Everything needed for the completion of the desired task must be executed under the following orders:
 - (1) Internal Order – 80030690
 - (2) AMSCO – 133G92
 - (3) Fund – 206510D15
 - e. Expenditure Tracking: Expenditures must be tracked in GFEBS. State Program Managers / United States Property and Fiscal Offices (USPFOs) must clearly label purchase requests to accurately track expenditures for reporting purposes and justify future funding with one of the below categories:
 - (1) VSO Stipends
 - (2) Retiree Stipends
 - (3) Training Equipment
 - (4) MFH Travel Expenses
 - (5) MFH Other Direct Costs (ODCs)
1. POC: CPT Zachary Dozer, MFH PM – (703) 601-8133, DSN 329-8133, zachary.a.dozer.mil@mail.mil; MAJ Zoilo J Lopez, Survivor Services Branch Chief – (703) 601-6951, DSN 321-6951, zoilo.j.lopezmartinez2.mil@mail.mil

Military Burial Honors Activities Allocations (2065/OMNG)

States	2065/OMNG Funding
AK	\$ 3,100.00
AL	\$ 32,300.00
AR	\$ 10,400.00
AZ	\$ 22,700.00
CA	\$ 100,800.00
CO	\$ 22,100.00
CT	\$ 35,900.00
DC	\$ -
DE	\$ -
FL	\$ 57,900.00
GA	\$ 26,400.00
GU	\$ 1,400.00
HI	\$ 12,700.00
IA	\$ 15,400.00
ID	\$ 47,700.00
IL	\$ 65,300.00
IN	\$ 47,000.00
KS	\$ 13,600.00
KY	\$ 9,200.00
LA	\$ 38,200.00
MA	\$ 44,400.00
MD	\$ 18,900.00
ME	\$ 19,900.00
MI	\$ 51,700.00
MN	\$ 39,500.00
MO	\$ 90,400.00
MS	\$ 25,800.00
MT	\$ 25,700.00
NC	\$ 75,500.00
ND	\$ 47,100.00
NE	\$ 20,000.00
NH	\$ 11,600.00
NJ	\$ 39,800.00
NM	\$ 14,500.00
NV	\$ 4,800.00
NY	\$ 157,500.00
OH	\$ 81,000.00
OK	\$ 27,800.00
OPEN ALLO	\$ -
OR	\$ 58,000.00
PA	\$ 29,900.00
PEC	\$ -
PR	\$ 22,800.00
RI	\$ 28,600.00
SC	\$ 50,400.00
SD	\$ 13,900.00
TN	\$ 70,900.00
TX	\$ 15,000.00
UT	\$ 25,200.00
VA	\$ 51,200.00
VI	\$ 400.00
VT	\$ 13,800.00
WA	\$ 35,100.00
WI	\$ 39,000.00
WV	\$ 24,700.00
WY	\$ 11,500.00

Appendix C – Current MDEP

Military Burial Honors Personnel (2060/NGPA) MDEP: VMBH

Functional Area: N/A TDC: 452

Internal Order: N/A

2. Purpose: Provide Military Funeral Honor (MFH) resource and program guidance to the 50 States, 3 Territories, and the District of Columbia (States) for Fiscal Year 2015 (FY15) to ensure statutory and regulatory compliance and stewardship of resources.

3. Program Management: MFH National Guard Personnel (NGPA) funding supports the core MFH personnel to conduct the MFH missions and essential MFH activities in each State.

a. Intent: The intent of this funding is to provide States with support for the day-to-day manpower for the operations of MFH missions including the conduct of funeral honors, plane side honors, memorial services, Military Honors Training, and essential Soldier duties inherent to the program.

b. Objectives: The objectives of the program are to conduct MFH in response to requests from the Casualty and Mortuary Affairs Operations Center (CMAOC), regional Casualty Assistance Centers (CAC), Families, and Funeral Directors. The metrics used to measure these objectives include volume of missions conducted for grave site funerals, memorials, and plane side honors and additional metrics to accurately capture the volume of personnel, duty status, miles driven, and other costs.

c. Guidance: States must effectively utilize the M-Day force instead of Active Duty Operational Support (ADOS) personnel to perform honors and utilize the minimum number of Soldiers (2 Soldiers for veteran and 9 Soldiers for active duty / retired veterans) to ensure mission success in accordance with established MFH guidelines found within the DoDI 1300.15 and AR 600-25. The National Guard Bureau (NGB) Program Manager (PM) will monitor State use of ADOS to ensure personnel on ADOS orders are performing burial honors. States are directed to first seek additional funds through their individual State Program Budget Advisory Committees (PBACs) in the event they require additional funds. Any request to NGB for additional funding requires a written reason from the State PM as to why the State could not fund the request. All Requests will be reviewed for inappropriate use of ADOS and 1C Army Management Structure Code (AMSCO) funding. NGB MFH PM will perform a periodic analysis on the performance of MFH and submit reports to States where guidance is not being followed. States must correct all breaches of policy to ensure the program is performed in the most effective and efficient manner.

d. Specified Tasks: The MFH Details must be able to perform all MFH missions for the entire fiscal year and meet the following requirements:

Appendix C – Current MDEP

- (1) Selected Soldiers must be in the rank of E3-E7, and possess the highest degree of maturity, mental stability, and professional demeanor on and off duty as to bring the greatest degree of credit and honor to our Military Service. Each State may select their own MFH Details based upon the needs of the State and the funding provided. Grades above E7 must only be used when the grade of the deceased warrants it.
- (2) Selected Soldiers must obtain a minimum of 40 hours of in-State training prior to attending the 80-hour Army National Guard (ARNG) Certified Trainer Honor Guard Course at the Professional Education Center (PEC) in accordance with the ARNG 40-hour point of instruction (POI). Military Authorities and State MFH Coordinators must ensure Soldiers report to PEC for MFH training with the required documents and equipment. States should plan MFH budgets to account for Soldiers to attend the Certified Trainer course.
- (3) Selected Soldiers must perform all MFH missions to the Army standard as well as Casket Bearer duties and functions and must be available for State Military Funeral processions.
- (4) Selected Soldiers must be able to perform Two- and Nine-Soldier Honor Guard Details and abide/comply with the Army Safety Program.
- (5) Selected Soldiers must maintain strong Public Relations in order to ensure mission success and highest regard to Family Survivors.
- (6) The implementation of MFH training policy and conduct must be adhered to.
- (7) Soldiers must conduct maintenance of all uniforms and equipment assigned to the mission.
- (8) All Soldiers assigned to State MFH Details must be in compliance with the Army Weight Control Program as outlined in AR 600-9.
- (9) Funerals that are refused, turned down, or otherwise not performed by the States must be loaded into the MFHs Database along with the reason for not performing the funeral. This is required to show the quantity of funerals that are requested and not performed due to a lack of resources (i.e. funding, personnel availability, travel funds, vehicles etc.). Failure to capture this data will limit NGB's ability to request and secure resources in the future.
- (10) All Army MFH requests to the S/T should come from their respective Casualty Assistance Center (CAC). Any requests from the funeral home or family member directly to the S/T for all non-Army MFH missions should be

Appendix C – Current MDEP

redirected to the DMDC site and provided the appropriate phone number for that component. If an Army MFH request is received directly from a funeral home or family member, the S/T should accept the mission and input the information into the MFH Database. The request should then be forwarded to the CAC for validation. Unless the CAC finds reason not to support the mission, the S/T should proceed.

(11) State MFH Coordinators (or designee) must enter its MFH execution data and all related information into the MFH database for each mission completed in an accurate and timely manner. Failure to record MFH data will result in reduced resources in future years (see methodology). The information from MFHs is utilized to build the Program Objective Memorandum (POM) requirements for the VMBH program. All information must be entered into MFH database no later than (NLT) 24 hours after completion of mission.

4. Resource Management:

- a. Funding Model: The MFH NGPA funding model considered the following methodology for funding each State: 50% of the total funding provided to each State is based on a three-year average of the quantity of funerals performed and 50% of the total funding provided to each State is based on the three-year average dollars executed in the previous three years. This methodology allows the NGB to consider the individual funeral honors cost difference between States and ensures the States that perform a high volume of funerals are adequately resourced. The ARNG Soldier and Family Support Division (ARNG-HRS) reviews State obligation rates, funeral honors completed, and compliance with MFH Standard Operating Procedures (SOP) to determine the funding allocation requirements across the various States.
- b. 1N 2060 Allocation: NGB determines funding allocation of 1N 2060 to the States based on previous year's performance and available funds. At the beginning of the FY, all funds will be distributed to the S/T to manage. Regarding the use of ADOS personnel, NGB recommends each S/T determine how many ADOS personnel they can support for the entire FY using a formula using an average cost of an E-5 (or E-4) divided into the total amount provided (minus a portion designated for PEC MFH Certified Training). This will yield the total number of ADOS personnel the S/T can utilize to support the whole MFH mission. The remaining manpower will need to come from M-Day personnel using 1C 2060 funding.
- c. Contracts:
 - (1) Indefinite Delivery / Indefinite Quantity (IDIQ): N/A
 - (2) Master Cooperative Agreement (MCA): N/A

Appendix C – Current MDEP

(3) Blanket Purchase Agreement (BPA): N/A

d. Funding Distribution: Funding is sent through Resource Management Online (RM-Online) / General Fund Enterprise Business System (GFEBS) to the States. States will receive 100% of their MFH NGPA funding at the beginning of FY15. At the beginning of the FY 4th Quarter, States/Territories should evaluate their status and burn rate of VMBH 2060 funds, and initiate methods to ensure funds are executed accordingly. If excess funds are projected by the end of the FY, the State/Territory should work with their respective USPFO to transfer funds to other programs or turn back into NGB.

e. Funding Execution: Everything needed for the completion of the desired task must be executed under the following orders:

(1) Internal Order – N/A

(2) AMSCO – 1C/1N

(3) Fund – 206010D15

d. Expenditure Tracking: National Guard Personnel (NGPA) expenditures must be tracked in STANFINS and GFEBS.

5. POC: CPT Zachary Dozer, MFH PM – (703) 601-8133, DSN 329-8133, zachary.a.dozer.mil@mail.mil; MAJ Zoilo J Lopez, Survivor Services Branch Chief – (703) 601-6951, DSN 321-6951, zoilo.j.lopezmartinez2.mil@mail.mil

Appendix C – Current MDEP

Annex I1: Military Funeral Honors Personnel Allocations (2060/NGPA)

State	VMBH 1N	VMBH 1C
AK	\$ 74,000.00	\$ 27,200.00
AL	\$ 133,100.00	\$ 92,500.00
AR	\$ 120,300.00	\$ 65,700.00
AZ	\$ 228,600.00	\$ 62,600.00
CA	\$ 1,503,900.00	\$ 392,800.00
CO	\$ 310,500.00	\$ 69,800.00
CT	\$ 155,800.00	\$ 74,000.00
DC		
DE		
FL	\$ 547,200.00	\$ 158,600.00
GA	\$ 563,700.00	\$ 112,300.00
GU	\$ 104,000.00	\$ 16,500.00
HI	\$ 21,000.00	\$ 29,900.00
IA	\$ 233,000.00	\$ 62,900.00
ID	\$ 221,700.00	\$ 59,800.00
IL	\$ 307,100.00	\$ 144,900.00
IN	\$ 220,100.00	\$ 113,700.00
KS	\$ 126,500.00	\$ 27,300.00
KY	\$ 164,500.00	\$ 24,900.00
LA	\$ 92,900.00	\$ 51,900.00
MA	\$ 543,700.00	\$ 144,100.00
MD	\$ 528,000.00	\$ 125,000.00
ME	\$ 170,700.00	\$ 129,000.00
MI	\$ 218,700.00	\$ 110,500.00
MN	\$ 416,800.00	\$ 135,400.00
MO	\$ 258,100.00	\$ 135,400.00
MS	\$ 653,300.00	\$ 59,200.00
MT	\$ 373,300.00	\$ 35,200.00
NC	\$ 248,600.00	\$ 126,200.00
ND	\$ 389,900.00	\$ 54,700.00
NE	\$ 126,500.00	\$ 56,200.00
NH	\$ 104,600.00	\$ 30,000.00
NJ	\$ 416,000.00	\$ 134,100.00
NM	\$ 55,700.00	\$ 43,400.00
NV	\$ 47,700.00	\$ 47,700.00
NY	\$ 1,041,500.00	\$ 310,600.00
OH	\$ 511,700.00	\$ 215,300.00
OK	\$ 117,800.00	\$ 63,000.00
OR	\$ 393,200.00	\$ 134,900.00
PA	\$ 449,900.00	\$ 108,100.00
PEC	\$ -	\$ -
PR	\$ 127,600.00	\$ 50,800.00
RI	\$ 283,600.00	\$ 48,700.00
SC	\$ 540,100.00	\$ 134,500.00
SD	\$ 153,800.00	\$ 29,500.00
TN	\$ 544,100.00	\$ 175,300.00
TX	\$ 238,000.00	\$ 66,200.00
UT	\$ 161,200.00	\$ 60,600.00
VA	\$ 200,900.00	\$ 89,400.00
VI	\$ 58,000.00	\$ 9,600.00
VT	\$ 99,100.00	\$ 25,800.00
WA	\$ 132,700.00	\$ 108,400.00
WI	\$ 331,600.00	\$ 89,800.00
WV	\$ 433,600.00	\$ 63,200.00
WY	\$ 117,200.00	\$ 24,500.00

Appendix D – Authorized Partnership Provider Program

Authorized Partnership Provider Program (AP3)

As the State Coordinator for the ARNG MFH in your State, you are very aware of the challenges that Military Funeral Honors legislation has placed upon the MFH program and your resources. The AP3 program is designed to enable the DoD to provide additional detail elements for veteran funerals. Prior to engaging Authorized Providers, it will be helpful to first:

- Understand the governing laws and DoD directives governing the use of AP3 for MFH
- Determine the organization you will partner with for the AP3
- Establish a training program and training schedule
- Establish and maintain supplies
- Establish a AP3 recognition program

There are a variety of organizations that can provide AP3 partners. One of the most accessible is the Veterans Service Organizations (VSOs), such as the Veterans of Foreign Wars (VFW) and the American Legion. These veterans are very active and are interested in providing support to honor the service of their peers. The Department of Veterans Affairs maintains a VSO directory that can help identify potential partners. Other available resources are: Military Retirees, Reserve Officer Training Corps Members, and other appropriate organizations.

In order to engage these organizations to participate with your unit in military funeral honors the ARNG MFH program must establish a training program with published standards and a schedule for the AP3 participants. The State Coordinator should consider authorized providers as partners in conducting military funeral honors. Take the time to locate, approach, and engage an authorized provider organization and maintain a good working relationship. A viable program must include adequate supplies to provide partner training, participation and recognition. These supplies are provided free of charge to units by the Department of Defense. State Coordinators must be familiar with the governing laws and directives for this program.

Discussing the Program: At your first meeting with a VSO, you may want to address the following:

- Appreciation for their willingness to work with your unit to provide MFH
- Roles and responsibilities of the military and the partner
- Ceremony elements the partner will provide
- Training
- Benefits
- Reimbursement of partner expenses
- Recognition program

The following is the link to the AP3 program website which will provide more information regarding the program. <https://www.hrc.army.mil>

Appendix D – Authorized Partnership Provider Program

VSO US Government Contracting Registration

1. Reference supporting your VSOs in the Registration process. Ultimately, they will need to register with the Government Contracting Registration (known as CCR).

2. Follow the following steps to complete the VSO Registration: (State Procurement Office may be able to help the VSO in the full process).

- DUNS#: Prior to CCR Registration above, they will need to gain a DUNS #; VSO will need the full name of organization, org address, Name of CEO or Owner, Legal Structure (non-profit, etc), Year Established, Primary Type of business, and Total Number of employees (full and part time). Use one of the following links for instruction and application: <http://fedgov.dnb.com/webform/displayHomePage.do> or <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>.
- CCR: After the Receipt of the DUNS# they can begin registration as a Contractor at www.sam.gov. Key here is, do NOT sign up for any advertisement that pops up; simply register and get a Cage Code.

3. Quick Guide to SAMS Registering, Updating or Renewing:

- Go to www.sam.gov and login with your SAM username and password
- Click “Register/Update Entity” and then “Complete Registrations” (if you started your update earlier, click on “Incomplete Registrations”)
- In the Entity List panel, click on the Entity you want to update/renew
- Click the Update Entity button in the “Registration Details” Panel
- Complete Purpose of Registration (You only have to do this once)
- Validate/Update “Core Data”
- Validate/Update “Assertions” (not required to be eligible for Grants only)
- Validate/Update “Representations and Certifications” (not required to be eligible for Grants)
- Validate/Update “Points of Contact”, including optional POCs. If you no longer wish to have the optional POCs, please delete all data in these fields.
- If you qualify as a small business, validate/update your information in SBA’s Dynamic Small Business Search (DSBS) or apply for a small business certification on the “SBA Supplemental” page.
- Click Submit. **Please note** if your update/renewal requires IRS or CAGE revalidation, it will take 3-5 business days for it to become active and replace your previous registration.

Appendix D – Authorized Partnership Provider Program

4. When information is provided by VSO; payment for the VSO Stipend will be executed and processed Budget Program Manager. They will establish PR with the Cage Code created by the CCR Registration Process IAW GFEBS and MDEP Guidance.

***Note:** Government Contracting Registration is an annual requirement.

GFEBS Guidance

All Vendors are required to register with SAM

(<https://www.sam.gov/portal/public/SAM/>). **This includes local vendors, civilians, and health professionals.** Once registered with SAM, Vendors are issued a Cage Code they must be created in GFEBS. If their registration has: Expired (annual renewal), Suspended, or Deleted they will need their record manually unblocked. It is the State's responsibility for contacting the Vendor and ensuring the Vendor has an active registration in SAM. The Vendor is responsible for updating their information within SAM. Note: It may take up to 6-14 days for GFEBS to reflect Vendor updates to SAM. RMC-F cannot create Vendor ID's for Vendor's registered in SAM.

Congress created the Procurement Technical Assistance Program (PTAP) to help

businesses seeking to compete successfully in federal, state and local government contracting. Funded through Cooperative agreements between DoD and state/local entities, PTACs provide a range of expert services **at little or no charge**. They can assist vendors with the SAM registration process. Find a procurement technical assistance center near you: http://www.aptac-us.org/new/Govt_Contracting/find.php.

Vendors not populated in GFEBS

Vendors must be manually added to GFEBS when their cage code is not found in GFEBS.

Process instructions: (1) Create a Help Desk Ticket requesting the creation of a "Vendor Master Record in GFEBS. (2) Forward an email to the National Guard Bureau RMC-F Vendor Pay Spending Chain Team requesting the Vendor (by name and cage code) be added to GFEBS, include (a) the help desk ticket number and (b) the PDF

screen shot of their active registry in SAM. Make sure the screen print includes their name, cage code, and active status. Once requested, Vendors will be loaded into GFEBS within 2-3 business days.

Appendix D – Authorized Partnership Provider Program

Blocked Vendors

Vendors may be blocked in GFEBS when their registration expires or they renew their registration. Users receive a message indicating the Vendor is blocked.

Process instructions: (1) Create a Help Desk Ticket requesting the creation of a "Vendor Master Record in GFEBS. (2) Forward an email to the National Guard Bureau RMC-F Vendor Pay Spending Chain Team requesting the Vendor (by name and cage code) be added to GFEBS, include (a) the help desk ticket number and (b) the PDF screen shot of their active registry in SAM. Make sure the screen print includes their name, cage code, and active status. Once requested, Vendors will be loaded into GFEBS within 2-3 business days.

Vendors Requesting Payment Check

The Treasury Department set March 1, 2013, as the date all federal government payments should be delivered by electronic funds transfer methods such as direct deposit.

Vendors desiring to receive payment by check must obtain a waiver through SAM in order for payment by check.

Appendix E – Other Branch of Service Processes

Other Branch of Service Processes

1. Revised guidance regarding the Right of First Refusal (RFR) from the National Guard Bureau (NGB). This guidance was elaborated on by NGB via email on 11 June 2014 and addressed the directions from LTC Monie Ullis, Family and Soldier Services Branch Chief, and LTC Cary Bowman, Soldier Support Services Branch Chief, for the remainder of FY14 and moving in to FY15 IAW DoDI 1300.15 and the Title 10 USC, section 1491. The instructions in this memorandum are the expectations for State Coordinators in supporting the ARNG guidance.
2. IAW NGB (LTC Ullis) and in support of OSD, “it is the responsibility of the Service Secretary to provide military funeral honors and that we (ARNG) cannot usurp the authority or responsibility from the Navy, Marine, Air Force Service Secretaries. Army does authorize MFH for personnel of other services but only after the parent service has decided that they are unable to execute hence first right.”
3. An extract from DoDI 1300.15, page 2, 4.5 states “Upon request of the next of kin, authorized representative, or authorized funeral director, the regional military funeral honors coordinator will arrange the provision of funeral honors for an eligible beneficiary. The next of kin or authorized representative, through his or her funeral director, should only need to make a single telephone call to request military funeral honors. The parent Service of the eligible beneficiary shall assume full responsibility for the entire process from initial contact to final report of completion. The regional military funeral honors coordinator shall coordinate the request with the funeral director, other Military Services, and other authorized providers, as appropriate.”
4. Additionally, the ARNG Memorandum of Right of First Refusal dated 28 Apr 2008 (4.b.) describes that MFH State Coordinators will make every attempt to facilitate the funeral request of a branch other than Army through the parent service. This is an outdated policy and a common sense approach should be applied in diligently attempting to make contact with the parent service and meet the family’s needs.
 - a. Attempting to make contact with the parent service is defined from section (4.c.) of the ARNG policy requiring MFH Coordinators to provide service contact information to the funeral home. This is in line with the directives provided to us from OSD and CMAOC.
 - b. Time is of the essence. A lack of response in a timely manner from the parent service may require the MFH State Coordinator to document the actions taken and press forward with supporting the MFH mission if resources, manning, and funding are allowable.
 - c. Note – this policy will be revised soon.

Appendix E – Other Branch of Service Processes

Other Branch of Service Processes

5. Current process for MFH request. (Refer to flow chart process)
 - a. Receive MFH request in State office
 - b. Verify eligibility
 - c. Identify branch of service
 - d. If not Army, refer funeral director to proper branch of service to contact directly to offer Right of First Refusal
 - e. If RFR is received, ensure proper manning, resources, and funding are available.
 - f. Document “Other Branch of Service processes” on OBOS Verification Form, OBOS State Log, and in MFH Database in the After Action Review section
 - g. Ensure all supporting documents are maintained with the MFH request form

6. Moving forward. OSD fully intends to hold each branch of service accountable for their statutory requirement of conducting funerals. CMAOC is engaged in a continued working group with the ARNG, USAR, IMCOM, and multiple CAC’s with the guidance from OSD and SECARM to create new policies for the Army MFH program. An ALARACT is scheduled to be released by Oct 2014 for the new FY followed by an AR in the upcoming year.

Appendix E – Other Branch of Service Processes

Other Branch of Service Processes: Quick Reference Processes

1. State receives Honor Request for other than Army Branch of Service.
2. Provide proper other Branch of Service contact information to Funeral Director, Family Member, or VSO.
 - If mission sheet was received with all details; input into MFH Database as a not supported.
 - If inquired to and not fully received, you do NOT need to input into the MFH Database.
3. Mission returned by other Branch of Service for ARNG support; if supporting, requires completion of “ARNG Other Services Process Document”. This document will be maintained with the mission paperwork (ensure correct input in the MFH Database).
4. Execute and complete mission requirements IAW SOP.
5. Fill out “Other Services Process Log” with all the required mission information. Maintain this log for your records by FY and Month.

Note: Documents mentioned above can be provided to States by the Regional Coordinators if need be.

Appendix E – Other Branch of Service Processes

Other Branch of Service Processes: Request Data Form



**ARMY NATIONAL GUARD
Military Funeral Honors
Other Services Process**



Reference: DoDI 1300.15 and Title 10 USC Section 1491

SECTION 1 - To be completed by requester:

Deceased Name: _____ **Date/Time of Service:**

Funeral Home / Organization:

Funeral Director / Requester: _____ **Phone:**

Branch of service or organization requested:

(AF, USN, USMC, Coast Guard, Other)

Parent Service Information:
Point of Contact Name: _____ **Phone:**

Date / Time Verification Received:

Reason for requesting ARNG or Additional Remarks:

SECTION 2 - To be completed by ARNG:

ARNG request received by: _____

ARNG request validated by: _____

Date/Time Received: _____ **Mission Control Number:**

Verify Upon Completion of Mission:

(State Coordinator or designated representative)

- _____ **MFH Database After Action Report Completed**
 - _____ **Conducted**
 - _____ **Parent Service Not Available**
 - _____ **Comments Added to MFH Database**

Appendix E – MFH Handbook

Other Branch of Service Processes: Mission Tracker

Appendix F – Contract Statement of Work

Contract: W9133L-12-C-0015 /3.5 Survivor Services Coordinators (SSC) “Extracted from contract”

3.5.1 Scope.

(1) Based on the scope of this task order and the number of personnel providing services and their locations, the Government has determined that Survivor Services Coordinator in each State is required and should be identified to provide oversight and systematic communication to Senior State Survivor Services Coordinators and report critical program data and analysis to the Senior State Coordinator. For the purposes of this task order, the Government considers the Survivor Service Coordinator to be a junior position as outlined in Section C of the base IDIQ.

(2) The SSC will have the primary responsibility to perform as a Military Funeral Honors coordinator or a Survivor Outreach Services support coordinator. The Required Services (Tasks) listed in 3.5.2 may apply to both types of coordinators or only to their respective function. The COR will determine if both functions are required to be performed by one SSC (i.e. one SSC is the MFH and SOS coordinator in a State or territory).

3.5.2 Required Services (Tasks).

(1) Survivor Services Coordinators shall provide information, assistance, referral, and follow-up services to Families and Survivors from all service components regarding pay / financial issues, military medical benefits, legal issues, 10 Cards / DEERS enrollment, Employer Support of the Guard and Reserve (ESGR), accessing benefits and services from local installations to include a wide variety of other Family related issues. Assistance shall be available 24 hours a day, 7 days a week and follow-up shall occur within 72 hours of initial contact. All active duty SOS cases shall be documented in Defense Casualty Information Processing System (DCIPS); all SOS cases will be documented in the identified system of record designated by the COR.

(2) All MFH cases will be recorded in the Military Funeral Honors database. All credit for burials will be recorded IAW MFH SOP.

(3) On an "as needed" basis, Survivor Services Coordinators shall coordinate financial assistance from military, governmental, and civilian organizations to assist Family members and Survivors experiencing financial hardships. This includes referral to appropriate offices, agencies and organizations.

Appendix F – Contract Statement of Work

(4) Survivor Services Coordinators shall serve as advocates for eligible family members and Survivors. Coordinators shall develop a plan of action based on each customer's needs.

(5) Survivor Services Coordinators shall coordinate and provide briefings on survivor benefits for Survivors as requested by Regional Coordinator or Assistant Program Managers. Briefings shall provide family members and Survivors with the local, state, and federal resources. Survivors will also be advised to contact their nearest SOS Support Coordinators for additional information.

(6) Survivor Services Coordinators shall conduct briefings and updates to the state military leadership on issues related to MFH and SOS.

(7) Survivor Services Coordinators shall develop and maintain a directory of resources, agencies, and organizations that are available to assist military families and Survivors. Additionally all coordinators shall keep abreast of research and policy / legislative changes impacting family members and Survivors.

(8) Survivor Services Coordinators shall access and analyze data from surveys and informal interactions to identify needs and refer as appropriate for assistance and follow-up actions.

(9) Survivor Services Coordinators should attend at least one regional and one national-level training SSC conference each year, or as set forth by the government.

(10) Survivor Services Coordinators shall become familiar with and maintain access to all regulations and guidance that are applicable to the operation of an ARNG Survivor Services Coordinator, particularly those that pertain to assisting Survivors and their families.

(11) Survivor Services Coordinators shall provide advice and guidance to Family Readiness Groups (FRG's). They shall assist the FRG in gathering, collating, maintaining, and disseminating information and resources to Families.

(12) Survivor Services Coordinators shall ensure accurate and timely input into the identified system of record designated by the COR as applicable, of all applicable SOS case information. Additionally, SOS Support Coordinators are responsible for complete and thorough follow up on all cases recorded within the established system of record designated by the COR.

Appendix F – Contract Statement of Work

(13) Survivor Services Coordinators shall comply with all verbal or written guidance of the Regional Coordinators regarding the operations of the Survivor Services Coordinators and the activities that support these operations.

(14) Survivor Services Coordinators shall use Government owned/Government-purchased cell phones, computers and other communications & electronic equipment for official Government functions only, unless otherwise coordinated and approved by the COR.

(15) Survivor Services Coordinators shall respond to and effectively handle time-sensitive calls as they are received, to include during off-hours. They will log time served during off-hours for the applicable compensatory "flex time" as needed.

(16) Survivor Services Coordinators shall, at the request of the Senior State Coordinator, link up with State Family Program contractors / staff, ARNG-HRS, Casualty Assistance Center Benefits Coordinator, Financial Counselors to review cases, identify trends, coordinate briefings, orientations, workshops and networks to enhance local program delivery with appropriate outside agencies.

(17) Survivor Services Coordinators shall, at the request of the Senior State Coordinator, contact and work with the Casualty Assistance Center (CAC) Benefit Coordinator and ACS Support Coordinators in service delivery to Survivors. Additionally, they will develop professional rapport with appropriate local outside agencies to enhance local program delivery.

(18) Survivor Services Coordinators shall, at the request of the Senior State Coordinator, conduct support groups, life skill education and supportive counseling for Survivors.

(19) Survivor Services Coordinators shall provide information for family members and Survivors on Army National Guard Resilience Programs as well as all benefits available to them through the Army Benefits Coordinator.

(20) Survivor Services Coordinators identified as the single point of contact for their state will function as the lead coordinator for the state Survivor Services program. This individual will assist the Senior State Coordinator with the management and administration of all SSE operations and will provide guidance and assistance as necessary. When available and authorized, Survivor Service Coordinators will have access to State GSA Vehicles. They must meet all state requirements to operate a GSA Vehicle on state highways.

Appendix F – Contract Statement of Work

- (21) Survivor Services Coordinators oversee the development of training programs and exercises related to the performance of Army National Guard Honor Guard Ceremonies. Ensures established systems/databases are used to identify and track the level of support and costs associated with each ceremony provided.
- (22) Survivor Services Coordinators assist State Coordinators with coordinating development of a budget required for each applicable state. Also assists and coordinates recommendations regarding budget management for states to remain compliant with all applicable National and State funding guidelines.
- (23) Survivor Services Coordinators coordinate Regional events within their areas of responsibility; examples of events that they would be responsible for include but are not limited to conferences and training and operating jointly with Military Funeral Honors personnel.
- (24) Survivor Services Coordinators participate in an integrated process team with NGB officials and provide recommendations regarding Military Funeral Honors policies and procedures. This activity will take place biannually and will take the form of a formalin-Process-Review (IPR).
- (25) Survivor Services Coordinators honor requests for the Army National Guard Honor Guard ceremonies for deceased veterans.
- (26) Survivor Services Coordinators receive requests for Army National Guard Honor Guard support, verify eligibility and assign appropriate honors ceremony providers.
- (27) Survivor Services Coordinators develop and coordinate with various individuals and entities (family of service members, VSOs, funeral directors, state/military units, etc.) for training programs and exercises related to the performance and execution of Army National Guard Honor Guard ceremonies.
- (28) Survivor Services Coordinators monitor and evaluate Honor Guard performance and provide recommendations to State chain of command for conformance with all NGB and national guidelines, and regulations relating to the performance of Military Funeral Honors and improvement of service.
- (29) Survivor Services Coordinators certify, evaluate, and maintain accurate records related to the performance of veterans' organization honors teams (these are not-for profit organizations) within the State and then recommends

Appendix F – Contract Statement of Work

whether to involve the organizations within the program. The Veteran Service Organizations are evaluated on their ability to meet the basic performance standards of Military Honors.

(30) Survivor Services Coordinators coordinate an active recruiting and retention program within their assigned state. Actively implement this program to maintain a cadre (will vary by state) of trained ADOS or M-day Soldiers, VSOs and retirees to perform Military Honors.

(31) Survivor Services Coordinators coordinate the availability, pickup, and return of rifles for performing Funeral Honors. This will include coordination with VSOs, a base Arms Room/Armory, and/or the Funeral Honors Arms room. Activities include but are not limited to completing and tracking any necessary hand receipts, making appointments for pickup and return of items, checking availability.

(32) Survivor Services Coordinators produce End of Month reports for the Senior State Coordinator.

(33) Survivor Services Coordinators maintain all training records for Soldiers/Retirees and Veterans Service Organizations and update existing training records IAW official training sessions using the Military Funeral Honors database.

(34) Survivor Services Coordinators update and maintain clothing and equipment records, safety driving certificates, number of funerals performed per individual Soldier IAW state awards programs. The Military Funeral Honors database will be used for tracking this information.

(35) Survivor Services Coordinators assist in the development of charts, graphs, briefings and other presentation aids.

3.5.3 Survivor Services Coordinator Education, Experience, and Special Qualification Requirements.

(1) Four years of college desired; High School degree is required.

(2) Military experience is preferred. Broad based knowledge, experience, and skills in the areas of military personnel, human resources, and Family programs as well as an understanding of the ARNG. The contract employee must demonstrate a working knowledge of military well-being programs, Survivor Outreach Services and Military Funeral Honors, in addition to assorted ARNG Family program requirements.

Appendix F – Contract Statement of Work

3.0 Personnel Requirements

All roles have the following minimum requirements:

- Be computer literate in basic computer operating system software / hardware and proficient in Microsoft (MS) Word, Excel, and PowerPoint programs as well as internet research techniques.
- Be able to pass any necessary background investigations, with a minimum National Agency Check (NAC) clearance. Contractor employees who have access to classified information, Local Area Network (LAN) or controlled / restricted areas require a NAC. Personnel may subsequently require a secret security clearance depending on assigned duties.
- Have knowledge of Service member / Family programs and applicable military regulations, and policies and apply knowledge in execution of Unit Support programs.
- Have a current and valid driver's license
- Have qualification to drive Government Owned GSA vehicles and obtain appropriate motor-vehicle insurance
- Have the ability to communicate effectively, both orally and in writing and have the ability to complete correspondence in accordance with NGR 25-52 and AR 25-50.
- Be a self-starter and be able to execute responsibilities with minimum oversight
- Have the ability to plan and organize work activities to achieve established program objectives and goals
- Ability to read, write, speak, and understand English proficiently
- Be a US Citizen
- Have the ability to meet unscheduled travel requirements
- Be responsible for the securing and safeguarding of all Government property, including documents, provided for or created by the operations of the Survivor Services Coordinators.

Appendix G – Military Funeral Honor Recruiting Programs

Military Funeral Honors Recruitment Program

1. Purpose. Create a fundamentally standard recruiting program nationally to identify, select, train and resource the right character of Soldiers for the ARNG Military Funeral Honors Program. State MFH Programs are required to develop a Recruiting strategy that facilitates their Operational needs. Below is the desired criteria and suggestions that can be applied.

2. Background. The Military Funeral Honors Program represents the highest standards of military traditions, appearance and conduct. Soldiers assigned to a military funeral detail display the full spectrum of professionalism in the customs, courtesies, and traditions of the U. S. Army. The primary mission of the Honor Guard is to provide and render professional and dignified honors IAW service tradition, to all eligible veterans when requested by an authorized family member or representative.

3. Selection Criteria. The Military Funeral Honors Program targets recruitment of the highest caliber of Soldiers; those that strive for in everything they do.

- a. Rank: PVT/E1 – SFC/E7 (Male and Female)
- b. Military Occupational Specialties (MOS): All
- c. Individual Standards:
 - (1) Current Passing APFT
 - (2) Pass HT/WT IAW AR 600-9
 - (3) No Profile that limits them from performing Honor Guard duties
 - (4) Good Standing with Unit (Not Flagged or pending disciplinary action)
 - (5) Possess reliable personal transportation

4. Selection Process.

a. If interested, contact the following MFH State Operations personnel via email;
SSG

I am Really Good (Operations NCOIC) at _____ and Mr./Ms.
State Coordinator at _____.

1. Description of yourself (Unit, MOS, Age, Home of Records, Years of Service, current duty position, all contact information, and anything else you deem necessary/relevant).
2. Unit Statement of Favorable Action and Acknowledgement
3. Current APFT (DA 705)
4. Current Ht/Wt (DA 5500 or DA 5500-R)

5. State MFH Programs can utilize targeted recruiting or official announcements; regardless, they will have a formal process to ensure the future of their Programs.

Appendix H – Training Guidance

Training Model

MFH Training Plan

The following Training Plan is suggested for state/unit level training.

Soldiers that will perform services for the ARNG MFH program at the State/Territory level will be trained and certified on a position in a service prior to performing the service. The training is developed in three phases:

Level of MFH Training	Name of Training			Description of training by level
Level 1	MFH Initial Entry Training			<p>Training for new Soldiers to the MFH Program must complete</p> <p>Level 1, Phase 1 prior to conducting services</p> <p>Completion of all phases of Level 1 training produces fully trained and certified Soldiers to conduct all tasks of 2 Soldier Details and gives a baseline for Soldiers to build upon</p> <p>Sustainment Training is needed to keep the Soldier proficient in each task/position</p> <p>Completion of each phase of Level 1 training (along with experience in each position) produces eligibility to become an instructor of that phase:</p> <p>-Level 1, Phase 1 completion (and experience) warrants eligibility for Level 2, Phase 1 instruction and certification</p> <p>-Level 1, Phase 2 certification</p>
		Training covered	Outcome of Training	
	Screening	DL and H/W Distance Learning- <ol style="list-style-type: none"> 1. History/MFH Requirements 2. Army as a Profession 3. Uniform 4. Drill and Ceremony 5. 2 Soldier Casket Detail 6. 2 Soldier Urn Detail 	Distance Learning produces Soldiers with a general understanding of what is expected of them while serving as a member of the ARNG MFH Program and prepares them for classroom facilitation by giving an overview of how to properly wear the uniform, perform Drill and Ceremony and perform 2 Soldier Casket and Urn Details.	
	Phase 1	In-State Instruction <ol style="list-style-type: none"> 1. Uniform 2. Drill and Ceremony 3. 2 Soldier Casket Detail 4. 2 Soldier Urn Detail 	In-State instructor Instructs and certifies Soldiers to properly wear the uniform, perform Drill and Ceremony and perform on all positions of the 2 Soldier Casket and Urn Details and the proper wear of the uniform	

	Phase 2	Distance Learning- <ol style="list-style-type: none"> 1. Weapons Manual 2. Firing Party 3. 9 Soldier Detail In-State Instruction <ol style="list-style-type: none"> 1. Weapons Manual 2. Firing Party 3. 9 Soldier Detail 	Distance Learning <p>Provides Soldier with a general overview and preparation of tasks taught in classroom facilitation</p> <p>In-State instructor</p> <p>Instructs and certifies Soldiers to perform on all positions of the Firing Party and 9 Soldier Detail</p>	(and experience) warrants eligibility for Level 2, Phase 2 instruction and certification <p>-Level 1 Phase 3 certification (and experience) warrants eligibility for Level 2, Phase3 instruction and certification</p> <p>After completion of Level 1, Phase 1 training, Soldiers can be instructed on any task/position of Level 1 Phases 2 or 3 due to mission requirements. This does not exclude the Soldier from continuing with the training program and certifications, but gives leaders the flexibility to execute missions with limited time and certified personnel</p>
	Phase 3	Distance Learning <ol style="list-style-type: none"> 1. Full Honors Detail w/Casket 2. Full Honors Detail w/Urn 3. Chapel Detail 4. Honorable Transfer of Remains In-State Instruction <ol style="list-style-type: none"> 1. Full Honors Detail w/Casket 2. Full Honors Detail w/Urn 3. Chapel Detail 4. Honorable Transfer of Remains 	Distance Learning <p>Provides Soldier with a general overview and preparation of tasks taught in classroom facilitation</p> <p>In-State Instructor</p> <p>Instructs and certifies Soldiers to perform on all positions of the Full Honors Detail where the Soldiers would conduct Honorable Transfer of Remains (Planeside Honors), Chapel Sequence and when additional personnel are available (Colors, Separate Firing Party, Honorary Pallbearers, Personal Colors, Escort, etc.)</p>	
Level 2	MFH Instructor/ Trainer Certification			Each Phase of Level 1 training builds upon the previous Phase

	Training covered	Outcome of Training	
Phase 1	<p>Distance Learning</p> <p>Same tasks that were instructed in Level 1, Phase 1 except the instruction will be more knowledge based with scenarios that will prepare the Soldier to identify and correct deficiencies</p> <p>In-State Instruction</p> <p>Same tasks that were taught in Level 1, Phase 1 except the student will have to show and explain to the instructor “How and Why” the tasks and positions of each task are performed, identify and correct deficiencies as if they were instructing the information to a new Soldier and how to facilitate a class</p>	<p>Distance Learning</p> <p>Prepares the Soldier with the knowledge base and problem solving needed to become SME for the task they must perform and teach in the classroom facilitation</p> <p>In-State Instruction</p> <p>Instructs and certifies the Soldier to be able to instruct a new Soldier on all assigned tasks and positions of each task in Level 1, Phase 1</p>	<p>(i.e. Casket Carry instruction is covered in Level 1, Phase 2. The Full Honors Casket Detail in Level 1, Phase 3 is taught in such a way that the Soldier is already aware of how to conduct the Casket Carry)</p> <p>Upon certification of Level 2, Phase 1, Soldiers will be able to instruct and certify Soldiers in Level 1, Phase 1 services</p> <p>Soldier must be certified in Level 2, Phase 1 before being certified in Level 2, Phase 2</p> <p>Upon certification of Level 2, Phase 2, Soldiers will be able to instruct and certify Soldiers in Level 1, Phases 1 and 2</p> <p>Soldier must be certified in Level 2, Phase 1 and 2 before being certified in Level 2, Phase 3</p>
Phase 2	Same criteria as Level 2 Phase 1 except for tasks and positions of Level 1, Phase 2	Same instruction techniques and certification as Level 2 Phase 1 except for tasks and positions of Level 1, Phase 2	MFH Master Instructors will conduct Instructor Evaluations on MFH Instructors quarterly on all phases of Level 1 training
Phase 3	Same criteria as Level 2 Phase 1 except for tasks and positions of Level1, Phase 3	Same instruction techniques and certification as Level 2 Phase 1 except for tasks and positions of Level1, Phase 3	If a MFH Instructor receives an overall “NO-GO” on an Instructor Evaluation, the Master MFH Instructor will retrain the MFH Instructor
			MFH Instructors will lose their certification of a phase if:

		<ul style="list-style-type: none"> - They receive 2 consecutive "NO-GO"s of the same task within a phase - The receive more than 4 "NO-GO"s of any task within a phase -
Level 3	<p>MFH State Master Instructor Certification (80 Hour Course)</p> <p>Master Instructor Qualifications:</p> <ul style="list-style-type: none"> -Must be certified by the ARNG National Trainer -Must be certified in all phases of Level 1 and Level 2 -Must have facilitated all phases of Level 1 and Level 2 -Must have minimum of 5 years in the MFH program (MFH Military Authority waiver-able) -Must be in a position of leadership, CPL or higher (MFH Military Authority waiver-able) -Must NOT be on the overweight program -FIFC Graduate preferred <p>Certification:</p> <ul style="list-style-type: none"> -Soldier must receive an 90% or higher on a closed book, knowledge based test covering all aspects of ARNG MFH Services IAW ARNG MFH SOP -Soldier must receive an 90% or higher on a Deficiency Identification Test (video of all MFH Services with deficiencies) -Soldier must receive all "GO"s on Instructor Evaluations of all Level 1 courses taught -Must receive a 90% or higher on Knowledge based test covering all aspects of MFH Services (closed book, online or written test) 	<p>There is no formal training for Level 3 except for the MFH Master Instructors feedback from the Instructor Evaluations conducted throughout the MFH Instructors facilitation of Level 1 training</p>

	<p>Additional Information on Certifications</p> <p>Level 1 Certification:</p>	<p>There is no formal training for Level 3 except for the MFH Master Instructors feedback from the Instructor Evaluations conducted throughout the MFH</p>
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	<p>To retain Phases of Level 1 Training Soldier must:</p> <ul style="list-style-type: none">- Be an active member of the ARNG MFH Program for 6 months- Receive a "GO" on Training Performance Evaluations and/or Mission Performance Evaluations (facilitated by a Master MFH Instructor or MFH Instructor) for assigned position	<p>Instructors facilitation of Level 1 training</p>
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Appendix H – Training Guidance

Example Test Sequences. This test is separated into two sections; the Designated Tasks and Comprehensive Tasks.

Designated Tasks

Designated Tasks are specific actions that must occur at a specific time. Designated Tasks have a specific point value. A total of 100 points is the maximum point value for the test. Tasks that have more than one action occurring simultaneously (faces and flares) or that occur over an extended time (stays in step throughout movement) have a point value greater than one. Instructors may allow partial credit for these tasks. Circle the number corresponding to the points missed. If partial credit is given, line through the number and write the number of the points missed beside it.

Comprehensive Tasks

Comprehensive Tasks are actions that occur frequently over the course of the ceremony. Comprehensive Tasks evaluate the student on basic skills needed to perform a ceremony. Instructors will deduct one point per deficient Comprehensive Tasks. Comprehensive Tasks have two sections on the test sheet to aid the scorer in recording the score.

Grading

Add the points missed from Designated and Comprehensive Tasks, multiply by 2, and subtract the sum from 100. The result is the students score.

Appendix H – Training Guidance

Example 1

HG007-E

Second Team Member, 3 Soldier Sequence/7 Soldier Sequence without Casket Bearers

Name: _____

Date: _____

Evaluator: _____

Final Score

Comprehensive Tasks	
Secondary Movements	
Ceremonial Composure	
Flag Tension	
Proper Position (feet together, c-fist, etc..)	
Curb to Hearse	
Assumes attention and presents arms when called by DL	2
Orders arms in unison with DL	2
Presents arms when called by DL	2
Orders arms executes Right/Left Face when called by DL	2
When DL calls " Ready, Step " marches behind remains and into position	1
Takes position 45 degrees off foot, 2-3 steps away	3
Flag Fold	
On signal from the Chaplain, Presents Arms in unison w/DL	2
At the conclusion of Taps, Orders Arms in unison w/DL	2
On " Parade, Rest " from FPC, STM and DL will make eye contact and bend forward in unison	2
On DL's signal, STM will stand (3 Count), pause, step back	3
On DL's signal, make the 1st lengthwise fold	1
Slides left hand to the bottom of the flag	1
In unison with Detail leader	1
On DL's signal, turns flag horizontal	1
In unison with Detail leader	1
On DL's signal, make the 2nd lengthwise fold	1
Slides left hand to the bottom of the flag	1
In unison with Detail leader	1
On DL's signal, turns flag horizontal	1
After Bugler steps in and grasps flag, takes three side steps into Honcho position	2
Triangle Folds	

STM and FM make eye contact and step in together with the 2nd fold	2
After 2nd fold, STM and FM finger-slide	2
STM and FM simultaneously finger-slide and step together on step every other fold	5
Tuck	
After FM places both hands on top of the flag, STM slides hands over flag, "knocks" FM's hands off	1
Rotates flag clockwise keeping it centered and flat over the casket	1
Presses flag (left over right; fingers extended and joined)	1
Corrects flag based off FM (Left and Right Side) or simulates if flag is acceptable	1
Hand off and Departure	
STM lowers flag by the horns, horizontal and centered on the casket	1
STM "Pops" flag into himself and executes a half right face	1
After DL secures flag, STM executes a 9 second salute	1
On signal from the DL, STM executes a half right face and automatically steps off	1
Steps off the mock-up on 3rd step w/left foot	1
Comprehensive Tasks	
Secondary Movements	
Ceremonial Composure	

Appendix H – Training Guidance

Example 2

HG002-E FPC Test Sheet

Name: _____

Date: _____

Evaluator: _____

Final Score

Comprehensive Tasks	
Secondary movement	
No Command Called	
Voice Commands	
Ceremonial composure	
March On/Dressing Sequence	
"Parade, Rest"	1
Inspects unit for: (1) Final uniform check to include ear plugs, (2) 3 Round magazine locked and loaded, and (3) Weapon is on safe	3
"Firing Party, Attention"	1
"Right, Face"	1
"Port, Arms"	2
"Forward, March", Marches into correct position	1
"Mark Time, March"	1
"Firing Party, Halt"	1
"Order, Arms"	2
"Left, Face"	2
"Dress Right, Dress"	2
Aligns element using side steps without leaning	1
"Ready, Front"	2
"Ceremonial At, Ease"	2
Assumes Ceremonial At, Ease w/element	1
Hearse to Gravesite	
"Firing, Party" "Attention" when hearse is approximately 100m away, 2 part command	3

Moves w/element	1
Solo salute when hearse approaches	1
Orders arms w/NCOIC	1
"Present, Arms" when Solo stands after blousing the flag	3
Moves w/element	1
Command is loud enough for Honcho to hear	2
"Order, Arms" when casket is on lowering device	3
Moves w/element	1
"Parade, Rest"	3
Moves w/element	1

Firing Sequence	
"Firing Party, Attention" when NCOIC steps into head of casket and presents arms	3
Moves w/element	1
"Stand By, Ready"	2
"Ready"	2
"Aim"	2
"Fire"	2
"Ready"	2
"Aim"	2
"Fire"	2
"Ready"	2
"Aim"	2
"Fire"	2
"Ready"	2
"Present, Arms"	2
Moves w/element	1
"Order, Arms" when Taps is complete	3
Moves w/element	1
"Parade, Rest" , Command loud enough for Honcho to hear	2
Moves w/element	1

March Off Sequence	
"Firing Party, Attention" when NOK turns back on gravesite	2
Moves w/element	1
"Right, Face" , Moves w/element	2
"Port, Arms"	2
"Forward, March" after #1 Man steps out	2
"Mark Time, March"	2
"Firing Party, Halt"	2
Orders his weapon/Faces element	1
"Order, Arms"	2
"Left, Face"	2
Clears his weapon	1
"Inspection, Arms"	1
Visually checks each weapon is clear and on safe	1

Comprehensive Tasks	
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Secondary movement	
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Ceremonial composure	
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No Command Called	
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Voice Commands	
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Appendix H – Training Guidance

Training Folders

Maintain the following records on the MFH assigned personnel (these are a minimum requirements). State Coordinator will maintain the training folders in the MFH Program HQ.

DO NOT PLACE ORIGINAL DOCUMENTS IN THIS FOLDER (COPIES ONLY)

Tab 1: Personal Information

- Biographical Summary
- Personnel Data Sheet with NOK contact information and/or DD93
- Letter of Intent (Soldier)-describing interest MFH Program

Tab 2: Required Identification

- Copy of Identification Card
- Copy of Driver's License

Tab 3: Unit Information

- Current APFT (DA Form 705) / Height-Weight (DA Form 5500-if applicable)
- Command Letter of Recommendation/Authorization (Soldiers Commander or First Sergeant-confirmation of no Adverse Actions)
- Unit Clothing Record
- Copy of Annual Training (SHARPs, CO2, Ethics, Anti-Terrorism, and etc)

Tab 4: MFH Information

- ADOS Orders (if applicable)
- Training Information / Certificates
 - Distance Learning
 - 40 hour In-State
 - 80 hour Certification Course
 - Annual Requirements:
 - Accident Avoidance
 - Defensive Drivers Course
 - Computer Training (PII, Cyber Awareness, IA, and etc)
 - MFH Clothing Record
 - Awards Received

Appendix I – Awards Program Guidance

ARNG Military Funeral Honors Awards Program

Each state should develop an awards program to recognize those Soldiers who distinguish themselves through extended participation in the program. The number of funerals each Soldier participates in serves to hone their skills as well as show their dedication to honoring their fellow veterans. States may award the ARNG Honor Guard Tab per below.

The state military authority may award the ARNG Honor Guard Tab to all personnel who successfully complete initial Military Funeral Honors (MFH) training, meet appearance standards, and are recommended by a certified MFH trainer. While assigned to the program, Soldiers who successfully complete MFH training are authorized the wear of the Honor Guard Tab while performing military burial honors for Veteran, Retirees, and KIA funerals.

The ARNG Honor Guard Tab will consist of a blue field with gold letters and is worn with the ACU, ASU, Class A, and Dress Blue uniforms. The Honor Guard Tab is worn while participating on an ARNG Honor Guard Team. When a Soldier leaves the MFH program the ARNG Honor Guard Tab must be removed from the uniform.

Awards may consist of Federal and/or State awards based on guidance provided by each state TAG. For example, criteria may be developed for a Soldier to receive an ARCOM, AAM, Individual Achievement Award, etc. based on the number of services performed and other criteria established by the program leadership.

Other awards such as those listed below are recommended as additional means to recognize Soldiers:

- Coins
- Ribbons
- Badges
- Plaques
- Certificates of Achievement
- Lanyards

The list above is a recommendation only. States will develop an awards program that they feel will recognize their MFH Soldiers in the most appropriate way for their personnel. It is highly recommended that awards ceremonies be developed and recorded via photos or videos for posterity.

Appendix J – Management Control Measures

ARNG Military Funeral Honors Management Control Measures

Purpose: Guidance to States on developing Control Measures for all MFH functional areas. Implemented procedures will ensure efficient and effective measures that facilitate this no fail mission.

Functional Areas: States will establish necessary standard operating procedures on the below areas. Recommend the use of AR 11-2 Manager's Internal Control Measures, to establish, evaluate and improve processes.

- Personnel Management will encompass the below are areas:
 - Recruiting, selecting, training and resourcing process, ensure supporting programs follow NGB Handbook and MDEP Guidance with personnel recruitment.
 - Record keeping, order and pay processes
 - Award and Disciplinary Programs
 - Personnel Usage: Ensure ADOS personnel are assigned to missions first and fully employed with an average of 20+ MFH missions per month.
- Resource Management
 - Uniform Ordering Procedures (State / NGB)
 - Issue / Turn-in Procedures
 - Expenditure Procedures
 - Accountability Program
- Fiscal Stewardship will encompass procedures on the following:
 - 2060 NGPA (1N and 1C)
 - 2065 OMNG
 - Ensure State Coordinators are authorized visibility of all expenditure of VMBH funding codes
 - Ensure execution plans are IAW NGB and Federal Guidance
 - Ensure obligation plans maintain operational capabilities for 12 months
 - Manage funds in VMBH accounting codes (2060 1N and 1C / 2065)
 - Ensure funding executed in a responsible manner and accounts for operational ability throughout the Fiscal Year
 - Personnel management and usage follows established NGB Contracted MFH Leadership guidance to ensure proper ratios (Man-Days Paid Per Mission v/s Man-Days Used Per Mission)
- Training Oversight will support the National Standard described in the ARNG Honor Guard Training SOP
 - State Training Strategy
 - Training Program (In-State Course)
 - Distant Learning Course
- Operational Procedures ensure efficiency but will encompass enough checks and balances to ensure mission success; this is a no fail requirement

- Plan encompasses the personnel usage model established by NGB and the Contracted MFH Leadership. ADOS personnel usage (Primary Force) v/s MDay personnel usage (Supplemental Force); also ensure all ADOS personnel meet the rank guidelines and the States ADOS Mission Count averages over 20 missions per month.
- Plan supports the Federal Mandated requirement; develops mutual supporting relationships with Installation CACs, VSOs, and other authorized agencies
- Demographic Strategies that streamline resources and risk
- Administrative Data Collection Process and PII control measures
- Mission Manning Capability
- Mission receipt, assignment, execution, and recovery procedures
- MFH Database mission input requirements