



# **ARMY NATIONAL GUARD G1**

**PERSONNEL GATEWAY**

**Conduct Military Funeral Honors (MFH) Process:**  
The gravesite funeral services provided to Veterans

## **Conduct Military Funeral Honors (MFH) Process: The gravesite funeral services provided to Veterans**

### **Point of Contact**

**Division:** Soldier Family Support and Services Division (ARNG-HRF)

### **Description**

Regulation 10 USC 1491 (Funeral Honors Functions at Funerals for Veterans) authorizes MFH to all active duty Soldiers, Retirees, and Veterans. The Family of the Veteran is given the option to have a MFH ceremony. The ceremony could involve a Casualty Assistance Officer (CAO) and Honor Guard Detail including: Team Leaders, Bugler, Chaplain, Firing Party, and Casket Team. This ceremony is a way for our Nation to pay its final respect to the Veteran.

### **Regulations and Supporting Resources**

[AR 600-25, Salutes, Honors, and Visits of Courtesy](#)

[AR 638-2, Care and Disposition of Remains and Disposition of Personal Effects](#)

[AR 670-1, Wear and Appearance of Army Uniforms and Insignia](#)

[Army Casualty Notification and Assistance Guide](#)

ARNG Honor Guard Administrative SOP

[DA PAM 638-2, Procedures for the Care and Disposition of Remains and Disposition of Personal Effects](#)

[Field Manual 3-21.5, Drill and Ceremonies](#)

[Regulation 10 USC 1491, Funeral Honors Functions at Funerals for Veterans](#)

## **Documents and Forms**

[NGB Form 105, Authorization of Individual Inactive Duty Training](#)

## **Related Processes**

[Casualty Assistance Process](#)

Ensuring the next of kin (NOK) and beneficiaries receive support after a death occurs

[Determine Military Funeral Honors \(MFH\) Eligibility Process](#)

Every Veteran who passes is entitled to a MFH ceremony

[Honor Guard Train the Trainer Certification Process](#)

A course for Soldiers to become certified trainers in the Military Funeral Honors (MFH) Program

[Input New Military Funeral Honors \(MFH\) Mission into TAPS Database Process](#)

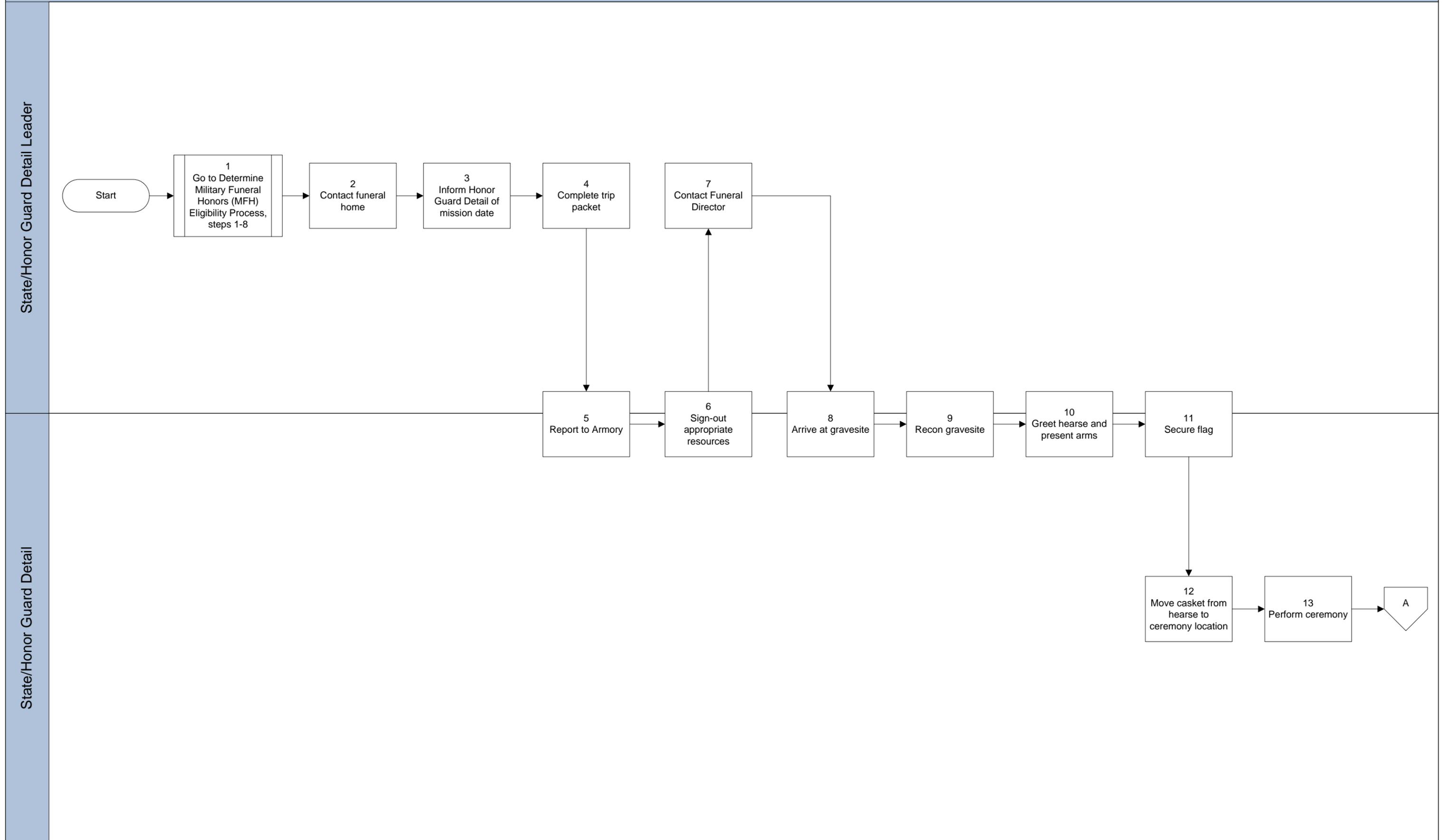
To track mission output within a State using the Tribute Assistance Planning Service (TAPS) database

## **Systems**

N/A

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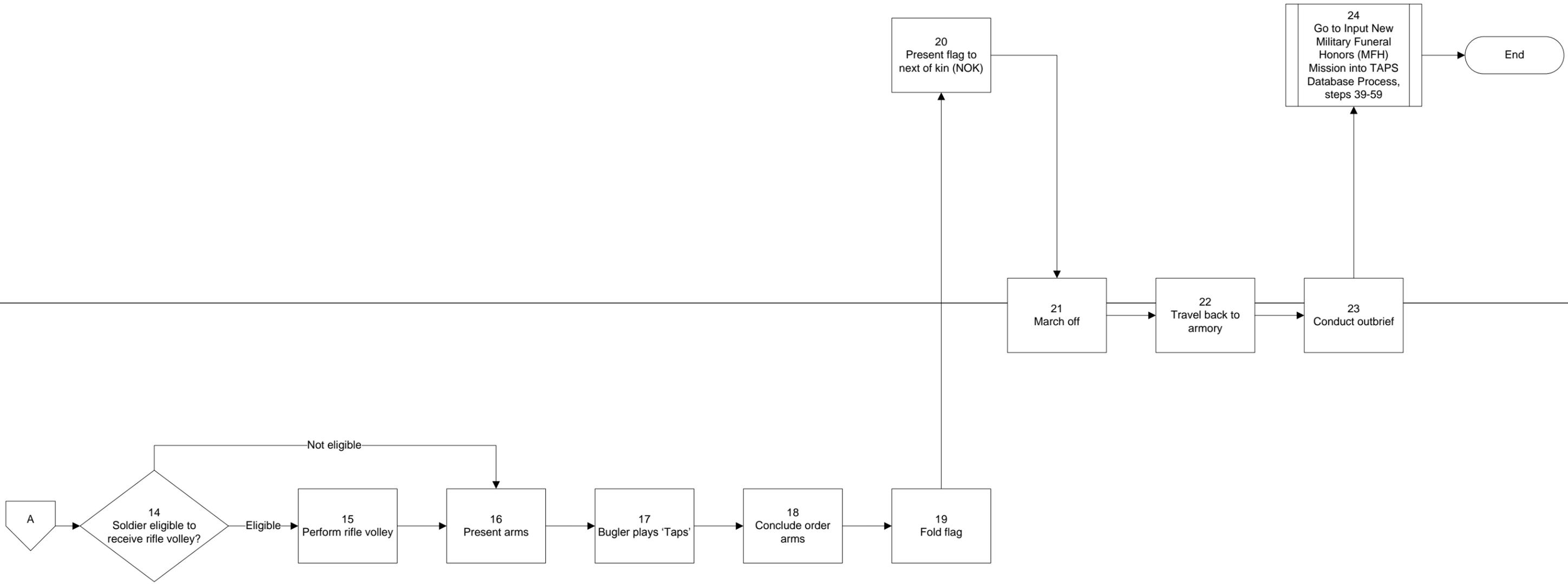
Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process



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State/Honor Guard Detail Leader

State/Honor Guard Detail



## Conduct Military Funeral Honors (MFH) Process: The gravesite funeral services provided to Veterans

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Go to Determine Military Funeral Honors (MFH) Eligibility Process, steps 1-8	<p>Go to Determine Military Funeral Honors (MFH) Eligibility Process: Every Veteran who passes is entitled to a MFH ceremony, steps 1-8.</p> <p>These steps include:</p> <ul style="list-style-type: none"> <li>- Receiving notification of a Veteran's death</li> <li>- Determining Veteran's status</li> <li>- Accessing and logging in to the Reserve Component Management System (RCMS) website</li> <li>- Entering required information about the casualty</li> <li>- Entering required information about the funeral location</li> <li>- Entering the Honor Guard participants information, role, and travel expense</li> </ul>	Please see Determine Military Funeral Honors (MFH) Eligibility Process for more details.	Please see Determine Military Funeral Honors (MFH) Eligibility Process for more details.	Please see Determine Military Funeral Honors (MFH) Eligibility Process for more details.	
2	Contact funeral home	Honor Guard Detail Leader contacts Funeral Director to arrange MFH.				
3	Inform Honor Guard Detail of mission date	Honor Guard Detail Leader informs Honor Guard Detail of mission date and details.		NGB Form 105		
4	Complete trip packet	<p>Honor Guard Detail Leader completes trip packet which includes:</p> <ul style="list-style-type: none"> <li>- Army Ammunition and Explosives (AA&amp;E): the request to obtain required ammunition and explosives for military funeral</li> <li>- Preventive Maintenance Checks and Services (PMCS): the checks, services, and maintenance performed before, during, and after the military funeral</li> <li>- Map to funeral location</li> </ul>				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
5	Report to Armory	Honor Guard Detail Leader and Honor Guard Detail report to armory at the pre-communicated date and time. At this time the team inspects their Ceremonial Blue Uniforms and picks-up appropriate resources.	AR 670-1  ARNG Honor Guard Administrative SOP			
6	Sign-out appropriate resources	Honor Guard Detail Leader and Honor Guard Detail signs out appropriate resources in preparation for the funeral (i.e. Bugle, GSA vehicles, rifles, ammunition).				
7	Contact Funeral Director	On the day of the funeral, the Honor Guard Detail Leader calls the Funeral Director to confirm funeral arrangements.				
8	Arrive at gravesite	Honor Guard Detail Leader and Honor Guard Detail arrives at gravesite in preparation for the funeral.				
9	Recon gravesite	Honor Guard Detail Leader and Honor Guard Detail locate where the Bugler will be playing 'Taps' and where the Honor Guard Detail will be standing and talk to the grounds keeper if there are any problems. Honor Guard Detail Leader and Honor Guard Detail practice to ensure everyone is aware of their duties.				
10	Greet hearse and present arms	Honor Guard Detail Leader and Honor Guard Detail greet the hearse, call to attention, and present arms to the casket as a sign that the funeral is going to commence.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
11	Secure flag	Honor Guard Detail Leader and Honor Guard Detail secure the flag and ensure the flag is stretched out, leveled, and centered on the casket. If the remains are cremated, the procedures are the same but the flag is on display next to the urn during the ceremony.				
12	Move casket from hearse to ceremony location	Honor Guard Detail moves the casket from the hearse to the ceremony location.				This only occurs with a nine or 21 member Honor Guard Detail.
13	Perform ceremony	Chaplain performs the gravesite ceremony. Depending on religious affiliation, the Family of the deceased may request another clergyman to officiate in lieu of a military Chaplain. A civilian clergyman can conduct all religious elements of a military funeral.				
14	Soldier eligible to receive rifle volley?	Depending on the Soldier's status, the Soldier may be eligible to receive a rifle volley. A Soldier who dies while on active duty receives a four member rifle team. A Soldier who is Killed in Action (KIA)/In-Theatre or has a rank of E9 or O6 and above receives an eight member rifle team. A Veteran does not receive a rifle team.				
15	Perform rifle volley	Honor Guard Detail performs the rifle volley. The number of participating Honor Guard Detail members is Soldier's status.				
16	Present arms	Honor Guard Detail presents arms before the playing of 'Taps.'				
17	Bugler plays 'Taps'	Bugler plays 'Taps.'				
18	Conclude order arms	At the conclusion of 'Taps,' Honor Guard Detail concludes order arms.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
19	Fold flag	Honor Guard Detail secures, raises, and folds the flag. When the flag is properly folded, the Honor Guard Detail passes the flag to the Honor Guard Detail Leader.				If a Casualty Assistance Officer (CAO) is present, the Honor Guard Detail may also pass the flag to the CAO to present the flag to the next of kin (NOK).
20	Present flag to next of kin (NOK)	Honor Guard Detail Leader presents the flag to the NOK. To secure the flag, the Honor Guard Detail Leader places their right hand on top of the flag and places their left hand on the bottom.				If present, the CAO may present the flag to the NOK.
21	March off	Honor Guard Detail Leader and Honor Guard Detail wait until the NOK is ready to leave the gravesite to march back to the car.				
22	Travel back to armory	Honor Guard Detail Leader and Honor Guard Detail travel back to armory.				
23	Conduct outbrief	Honor Guard Detail Leader and Honor Guard Detail complete an After Action Report (AAR). This is not an official form and can be done verbally. The purpose of the AAR is to report any problems to the lowest level and to ensure the problem is fixed in a timely matter. If the AAR is written, the AAR is given to the State Coordinator and is kept for two years for historical purposes.				

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
24	Go to Input New Military Funeral Honors (MFH) Mission into TAPS Database Process, steps 39-59	<p>Go to Input New Military Funeral Honors (MFH) Mission into TAPS Database Process: To track mission output within a State using the Tribute Assistance Planning Service (TAPS) database, steps 39-59.</p> <p>These steps include:</p> <ul style="list-style-type: none"> <li>- Updating any changes to participants roles</li> <li>- Completing and sending necessary forms</li> <li>- Soldier receiving payment and retirement point computation</li> </ul>	Please see Input New Military Funeral Honors (MFH) Mission into TAPS Database Process for more details.	Please see Input New Military Funeral Honors (MFH) Mission into TAPS Database Process for more details.	Please see Input New Military Funeral Honors (MFH) Mission into TAPS Database Process for more details.	